

Use of Facilities
In
Cheatham County School District

Cheatham County School District

The School Board of Cheatham County, Tennessee, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

*Portions of Agreement borrowed from Martin County FL Public Schools with permission.

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General Instructions for Facility Use

Only Not-for Profit organizations are eligible to participate in the Use of Facilities program. The proper procedures must be adhered to, which are summarized below.

You will be required to provide the following documents to the school site contact at the time of application.

1. A copy of your Certificate of Insurance
2. A copy of your Tax Exempt Certificate

Failure to provide these documents can result in an immediate decline of your request to use any Cheatham County School facilities.

Your request will be routed to the school Principal who will review the request and either approve or decline. An e-mail notification will be sent to the contact person for the organization when approved or denied by the Principal. **THE COMMENCEMENT OF USE CANNOT OCCUR WITHOUT APPROVAL FROM THE DIRECTOR OF SCHOOLS' DESIGNEE. PLEASE SUBMIT YOUR REQUEST at least 2 WEEKS PRIOR TO THE EVENT.** Remember, you must provide Proof of Insurance and your Tax Exempt Certificate with your request.

Once the requests are approved, organizations will receive an invoice. Remit your payment directly to the school for immediate processing. Checks should be made payable to designated school. Fees must be paid upon receipt.

A new fee schedule took effect on August 14, 2013. The new fees are based on a classification of five different user groups (1 – 5) as approved by the Director or designee of Cheatham County Schools. Each organization is assigned to the respective user group and is responsible for paying the applicable hourly fees. This information is included and will assist you in estimating your total cost.

IN ALL CIRCUMSTANCES, THE SCHOOL PRINCIPAL RESERVES THE RIGHT TO CANCEL AN EVENT WITHIN A REASONABLE AMOUNT OF TIME WITH NO FINANCIAL RESPONSIBILITY FOR ANY ACCRUED COST TO THE ORGANIZATION.

CONTACT INFORMATION

School	Contact - Principal	Phone	Fax
Ashland City Elementary		615-792-4296	615-792-2030
East Cheatham Elementary		615-746-5251	615-746-4593
Kingston Springs Elementary		615-952-9060	615-952-3650
Pegram Elementary		615-646-6637	615-662-4736
Pleasant View Elementary		615-746-5031	615-746-8215
West Cheatham Elementary		615-792-5167	615-792-1230
Cheatham Middle School		615-792-2334	615-792-2337
Harpeth Middle School		615-952-2293	615-952-4527
Sycamore Middle School		615-746-8852	615-746-5770
Cheatham Co. Central High		615-792-5641	615-792-2090
Harpeth High School		615-952-2811	615-952-5013
Sycamore High School		615-746-5013	615-746-3653

ELIGIBLE USERS AND APPLICABLE FEES

Group 1 Users:

1. District sponsored student groups, clubs, events or programs.
2. District sponsored parent groups, such as Parent/Teacher organizations, such as the PTO and Booster Clubs.
3. Board, Schools and District Departments that may require use of a District facility for mission-related activities or functions.

Fees:

No fees shall be charged.

Group 2 Users:

Not-for-profit organizations qualified under State or Federal law, student and parent groups and clubs such as Boys and Girls Scouts, 4-H, Campfire Girls and others, that are not District sponsored, and which meet the following criteria:

1. They primarily serve District students of compulsory school attendance age;
2. Their primary aim is the development of educational, athletic, social, and/or self-improvement skills;
3. They may charge no fees other than normal membership dues and costs of any supplies and materials that the students may consume in the program/event;
4. The entire proposed use occurs when school personnel or custodians are normally present or school personnel, approved by the applicable principal, are present during the time of use;
5. The frequency of use of District facilities is no more than twice per week;
6. The organizers, supervisors, administrators and any other people involved with the event or program are unpaid volunteers, however, referees may be paid for sporting events and programs; and
7. They have signed a Certification Form (Form F1) stating that the organization meets all the requirements to qualify as a Group 2.

Fees:

No rental fee shall be charged, however, applicable custodial, A/V and other technician, consumable and other fees shall be charged at the full rate. The applicable rate schedule may be found at page 8 of this document.

Group 3 Users:

1. Governmental agencies, such as local municipal, county, State, and Federal agencies.
2. Public meetings sponsored by governmental agencies.
3. State universities and colleges and community colleges.
4. Athletic, recreation, or other programs sponsored or supported by local governmental agencies.

Group 4 Users:

1. Any other not-for-profit organizations or groups, other student groups and clubs and parent groups that do not qualify as Group 1, 2, or 3 users. Example: Youth Athletics and Private Schools
2. Any Group 1, 2, or 3 users when:
 - a. Conducting events such as summer camps, where less than 100% of the gross receipts are retained by or provided to the District or school; or,
 - b. Performing certain fund-raising activities, such as:
 - 1) Charging for admission, soliciting contributions for admission, or requiring any tangible thing of value to participate in the activity for which the facility is being requested; or,
 - 2) Requiring any donation of money or other tangibles of monetary value; or,
 - 3) Selling or bartering any tangible thing of monetary value.

Fees for Groups 3 and 4:

1. No rental fee shall be charged to Group 3 users when reciprocal use agreements exist between the District and the user and when the value of the reciprocal use is approximately equal, however, applicable custodial, A/V and other technician, consumable and other fees shall be charged at the full rate.
2. In the absence of reciprocal use agreements, or in the event that the value of the reciprocal uses is not approximately equal, the Director of Schools is authorized to negotiate and approve a fee that is acceptable (Utility Cost Rate) to both parties.
3. Applicable custodial, A/V technician, and other fees shall be charged at the full rate. The applicable rate schedule may be found at page 8 of this document.

Group 5 Users:

1. Private interest, Non-Governmental, Not-for-profit organizations wishing to use school facilities for commercial, non-profit, faith or spiritual, recreation, adult athletic programs or entertainment purposes such as church groups, dance academies, Home Owners Associations and others.

Fees:

A fee shall be charged at the Facility Rental rate, including any applicable custodial, A/V technician, and other fees, in accordance with the schedule of fees which may be found at page 8 of this document.

Cheatham County
School District

Use of Facilities
Hourly Fee Schedules

	Group 1	Group 2	Group 3 & 4	Group 5
Hourly Fee Schedule			Utility Cost Recovery (Hourly)	Facility Rental (Hourly)
Athletic Fields	No Charge	No Charge	\$20	\$50
Athletic Fields (lights)	No Charge	No Charge	\$50	\$100
Auditorium	No Charge	No Charge	\$50	\$175
Cafeteria	No Charge	No Charge	\$30	\$30
Cafeteria and Kitchen*	No Charge	No Charge	\$30	\$30
Classroom (standard)	No Charge	No Charge	\$15	\$25
Gymnasium	No Charge	No Charge	\$40	\$150
Media Center/Library	No Charge	No Charge	\$30	\$50

	Group 1	Group 2	Group 3 & 4	Group 5
District Labor cost		Hourly Charge (when applicable)	Hourly Charge (when applicable)	Hourly Charge (when applicable)
Custodial	No Charge	\$30	\$30	\$30
Maintenance	No Charge	\$35	\$35	\$35
Food Service*	\$25	\$25	\$25	\$25
Lighting Tech	No Charge	\$30	\$30	\$30
Sound Tech	No Charge	\$30	\$30	\$30
Supervision	No Charge	\$30	\$30	\$30
Police Officer	No Charge	Amount TBD	Amount TBD	Amount TBD

* When security is applicable, officers must be selected from the approved list from the School Resource Officer (SRO).

Listed above are the hourly costs (including benefits) that could be incurred and may be required during the agreement term. Cheatham County employees may provide access to facility, have knowledge of security systems, security personnel (if needed) and contact information.

*Per Board Policy 3.206, when school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment.
(One employee is mandatory per every 100 guests)

Outstanding Balances

Organizations with outstanding balances for a period greater than 30 days shall not be permitted to lease or use facilities until the balance is reconciled. Past due notices will be mailed out and schools will be notified of those groups that have not paid.

Changes and Corrections

Corrections or changes for existing charges must be verified by the schools' Facility Use contact person and sent via e-mail to the Cheatham County School District Financial Department.

To cancel an event, an Organization **MUST** contact the school no later than 24 hours prior to the event taking place or charges may be assessed. The school in turn will send notification to the Cheatham County School District Financial Department via e-mail.

Site Supervision

Some events may require the presence of a Cheatham County employee designated by the school if the event occurs beyond the normal operating hours of the facility and/or based on the number of participants in attendance. This person must not be part of the event and is to be available in case of an emergency and to oversee the Cheatham County Board of Education site.

The Cheatham County School District (Tennessee) does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, or disability.

REQUIREMENTS

CHEATHAM COUNTY SCHOOL DISTRICT, TENNESSEE

Request for Use of School Facilities
(Non-Profit Only May Apply)

a) To pay fees and charges by check made payable to Cheatham County Board of Education and delivered to the District Finance Department one week prior to the date the facility is to be used.

b) To provide a certificate of insurance naming the Cheatham County Board of Education as an additional insured, showing a liability limit of \$2,000,000 AGGREGATE AMOUNT and the dates the policy is in force.

c) To assume all liability, indemnify, and hold harmless the Cheatham County Board of Education from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken, by the Board for the purposes of complying with this request.

d) To accept liability for loss or damage to your property on Cheatham County School Board of Education grounds, including property stored between separate facility use dates.

e) That there will be no alcoholic beverages sold, consumed, or brought on to School Board property.

f) To return facilities in the same condition as received.

g) To follow proper procedures in requesting use of school equipment other than tables, chairs, desks, and/or blackboards in the room or type of facility requested.

h) To accept liability for damages to the facilities and to reimburse the Cheatham County Board of Education for all damages caused by individual/organization using the facilities.

i) To enforce the Cheatham County Board of Education's Tobacco Free Environment.

j) To enforce the Cheatham County Board of Education's rule prohibiting discrimination on basis of race, religion, national origin, sex, age, marital status or disability.

The undersigned is an authorized agent of the above said organization and agrees to accept and assume full responsibility for the activities represented and certifies that the organization's philosophies and beliefs or views will not be stated or inferred to be those of the Cheatham County Board of Education.

Failure to comply with any of the above will prohibit further use by individual/organization of the School Board's facilities.

USE OF DISTRICT FACILITIES

The Cheatham County Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Cheatham County Board of Education.

The Cheatham County board of Education will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the School Board. The Director of Schools may approve such use of the facility on a case-by-case basis under circumstances where time constraints make it impossible to obtain School Board approval prior to the scheduled date of the event; provided, however, that the Director of Schools shall report, in writing, the fact of and the reason for the approval at the next meeting of the School Board.

Use of Equipment

Temporary Facilities

Should all or any part of the District's community be struck by a disaster, the Cheatham County Board of Education may make some District grounds and/or facilities available, for the housing, feeding, and care of victims or potential victims when requested by local, County, State, or Federal governmental authorities.

Effective Date: August 20, 2013

FORM F1

Group 2 Users:

Not-for-profit organizations qualified under State or Federal law, student and parent groups and clubs such as Boys and Girls Scouts, 4-H, Campfire Girls and others, that are not District sponsored, and which meet the following criteria:

- 1. They primarily serve District students of compulsory school attendance age;
- 2. Their primary aim is the development of educational, athletic, social, and/or self-improvement skills;
- 3. They may charge no fees other than normal membership dues and costs of any supplies and materials that the students may consume in the program/event;
- 4. The entire proposed use occurs when school personnel or custodians are normally present or school personnel, approved by the applicable principal, are present during the time of use;
- 5. The frequency of use of District facilities is no more than twice per week;
- 6. The organizers, supervisors, administrators and any other people involved with the event or program are unpaid volunteers, however, referees may be paid for sporting events and programs; and
- 7. They have signed a Certification Form (Form F1) stating that the organization meets SLL requirements to qualify as a Group 2.

Signature of Group Sponsor

Date of submission of request

Approved _____

Not approved _____

Request for Use of Facilities Invoice

Today's Date: _____ Name of Organization _____

Facility Requested: _____ Estimated Number of Guests _____

Date to Use: _____ Timeframe: From _____ until _____

Group Category as described on page 8: Circle one and provide proof with application *if Group 2* from Form F1:
1 2 3 4 5

Check all requested areas needed that apply to the event:

Athletic Field: _____ Football _____ Soccer _____ Baseball _____ Softball _____ Other _____

Lights required? _____ Yes _____ No

Auditorium _____ Cafeteria Only _____ (seating areas only, no kitchen use)

Cafeteria Kitchen included _____ Labor cost to be added below Per Board Policy 3.208

Classroom _____ Gymnasium _____

Media Center/Library _____

Labor Needed (Groups 2 – 5 when applicable)

Custodial _____ Maintenance _____

Food Service* _____ Lighting Tech _____

Sound Tech _____ Supervision _____

Police Officer (Security) _____

Total Amount to be paid to Cheatham County Board of Education \$ _____

All organizations requesting the use of Cheatham County School Facilities shall attach a Certificate of Insurance with the Request for Use of School Facilities. The policy must name Cheatham County School District as additionally insured for no less than TWO MILLION DOLLARS AGGREGATE AMOUNT (\$2,000,000) for the duration of the organization's use of the facility.

_____ Further agrees to hold harmless (not responsible or liable) the Cheatham County Board of Education, or any employees of said Board, in the event of accident, injury, or death occurring from use of building, equipment, facilities, or grounds of the Cheatham County Board of Education or schools.

Signature of Organization Representative

Date

Principal's Signature _____

Date _____