

Policy Code: 2010 COMMUNITY USE OF FACILITIES

A. General Principles

~~The Stanly County Board of Education supports the intent of the Community Schools Act and believes that the maximum utilization of school facilities is in the best interest of the community and its citizens. The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and system. Priority for facility use will be given to community groups as outlined below in Section B.~~

The use of school facilities will not be approved for activities that do any of the following:

1. Violate federal, state or local laws;
2. Violate board of education policies or regulations;
3. Advocate imminent violence;
4. Damage or have the potential to damage school buildings, grounds or equipment; or
5. Are in conflict with scheduled school activities.

B. Priority in Use and Fees **Structure**

~~Priorities in the use of school facilities and the fee structure for such groups will be in accordance with the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups. All groups within the same user category will be charged for facility use according to a board approved uniform fee structure. Prior to the beginning of each school year, the superintendent shall submit for board approval a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use.~~

~~School-sponsored groups and activities, such as school athletic events, school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will have first priority in the use of school facilities.~~

~~Priority in the use of school facilities and the fee structure will be in accordance with the law and the user categories listed below. Priority in use among groups within the same user category shall not be based upon the viewpoints of the groups.~~

~~Fees: NONE.~~

Category 1

- ~~2~~ **1.** In accordance with [G.S. 163-129](#), as a polling place on election days and other state/federal/local government agencies;

~~Fees: NONE.~~

- 2.** School-sponsored groups and activities, such as school athletic events, school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act;

Fees: NONE.

- 3.** School related groups/organizations formed to support the schools in some manner such as parent-teacher organizations, booster clubs, parent and community advisory committees;

Fees: Custodial and/or supervisory fees or voluntary coverage as determined by principal.

Category 2

4 1. In accordance with [G.S. 115C-527](#), political parties for the express purpose of annual or biennial precinct meetings and county and district conventions;

Fees: Custodial and/or supervisory fees, utility fees

5 2. Non-Profit

A. Local government and non-profit groups that serve SCS students with published schedules such as community athletic teams recreation leagues (multiple events spread over a set period of time where no admission fees are charged);

Fees: Supervisory and/or custodial fee or volunteer coverage as approved by principal, utility fees or Board approved MOU. For local community based youth leagues associated with our schools we will offer a rate reduction of 50% of the fee category.

B. All other non-profit groups including political parties when meeting for purposes other than precinct meetings or county or district conventions or those where proceeds go directly to benefit schools or students (one-time events per application) ;

Fees: Supervisory and/or custodial fee or volunteer coverage as approved by principal, utility fees

Category 3

6 1. For-profit groups, travel athletic teams, general public, non-profit groups who are using facilities for purpose of fundraising (such as hosting a tournament) and all groups not included in the other categories (ex. churches), as well as events that charge admission or collect offerings.

Fees: Supervisory and/or custodial fee, utility fees and 25% of admissions (as applicable).

Fee Schedule

Payments must be made in advance. No rental agreement will be completed until payment in full has been made. Fees will be calculated in whole hour increments only. Hourly fees to be charged are as follows:

	Rental/Utilities		
	Category 1	Category 2	Category 3
High School Auditorium	No Fee	\$30.00	\$45.00
High School Music Room	No Fee	\$30.00	\$45.00
High/Middle School Gymnasium	No Fee	\$30.00	\$45.00
Elementary School Attached Gym	No Fee	\$25.00	\$40.00
Stand Alone Gymnasium	No Fee	\$20.00	\$30.00
Per Classroom	No Fee	\$25.00	\$40.00
Media Center	No Fee	\$30.00	\$45.00
Cafeteria	No Fee	\$30.00	\$45.00
Entire School Facilities	No Fee	\$150.00	\$250.00
Football Field & Track	No Fee	\$30.00	\$45.00
Baseball Field	No Fee	\$30.00	\$45.00
Softball Field	No Fee	\$30.00	\$45.00
Tennis Courts	No Fee	\$30.00	\$45.00
Other Outdoor Facilities	No Fee	\$30.00	\$45.00

Additional Fees for Sports Fields & Track:

Use of Lights and PA system	\$150.00 in addition to facility use fee
PA System Alone	\$ 25.00 in addition to facility use fee

All rates are based on heating and air conditioning being provided. If only lights are required, the rate will only be 30% of the rental/utility fee schedule above. I.E. the cafeteria for a category 3 rental will be reduced to \$13.50 if only lights are required.

Subject to the principal's discretion, a Stanly County School system employed custodian and/or supervisor must be onsite at a rate of \$20.00 per hour per person with a minimum of two hours.

If a theater technician, sound technician, lighting technician, or computer technician is required, the lessee will be charged at a rate of \$40.00 per hour per person with a minimum of one hour.

Rental of facilities does not necessarily include the use of equipment (tables, chairs, sports equipment, extension cords, etc.) Usage of equipment must receive prior approval of the principal.

The school buildings will not be used for overnight stays except for school-sanctioned events or emergency situations.

Rates are subject to change every year pending board approval.

C. Requests for use of Facilities

All eligible individuals or groups that wish to apply for permission to use a school facility must submit a written application (and payment if applicable) to the principal of the school in which the facility is located. School sponsored groups are not required to complete a Use of School Facilities form. School sponsored and school related groups only require principal approval.

Application forms are available in the administrative office of each school and the district office.

All completed applications shall be submitted by the principal to the finance office for final approval.

D. Facilities available for use

The Board permits eligible individuals or groups to use the facilities of those schools designated by the Board as "community schools". A list of community schools and the facilities at each site available for community use will be available to the public at the superintendent's office and posted on the district website each principal's office.

The superintendent is authorized to develop a list of which school facilities are available for community use. Among the types of facilities that may be available for community use are: auditoriums, athletic fields, dining areas, kitchens, designated classrooms, connected and separate gymnasiums, media centers, and playgrounds. Costs for using designated facilities shall be calculated in accordance with the fee structure adopted by the board.

Other school facilities may be used only in exceptional circumstances based on a justified need and as approved by the superintendent or designee. The superintendent is authorized to determine the fees for the use of facilities in such circumstances.

E. Rules Governing use of School Facilities

The superintendent shall develop regulations consistent with this policy. The regulations shall include an application process and provisions regarding the supervision of groups using facilities, the care of the facilities, prohibited conduct and other issues deemed appropriate by the superintendent. A copy of the regulations shall be provided to all applicants at the time they

receive the facilities use application form. In addition to the regulations established by the superintendent, users of school facilities must comply with the following rules:

1. Users must comply with all federal, state and local laws and all rules established by the board, the superintendent or designee, and the principal.
2. Users must comply with the requirements of the Americans with Disabilities Act (ADA), and the federal regulations that have been adopted for the implementation of the ADA.
3. Users must comply with Stanly County Schools Board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds.
4. Users must not consume or possess alcohol or drugs on school grounds.
5. Users must not possess firearms, weapons, or explosives while on school grounds.
6. Users are responsible for providing adult supervision with the intent of maintaining order and safety during their activity. Supervisory and/or custodial arrangements must be approved in advance by the principal.
7. Keys are the responsibility of the organization/individual granted access. Duplication of keys is prohibited. Lost or unreturned keys will result in the individual or organization being held responsible for the cost of rekeying the building.

A user's violation of the provisions of this policy or any applicable regulations is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal (subject to review of the superintendent and Stanly County Board of Education).

Prohibited use of Facilities

The following activities will be prohibited on schools grounds or in school facilities.

1. Partisan political meetings with the exception of those covered under G.S. 115C-527
2. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
3. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment.
4. Any purpose during the school day or during school activities. Applicants must seek board approval to request use of a facility during the school day or during school activities.
5. Commercial advertising
6. The activities allowed by this policy notwithstanding, no commercial activity shall be associated with any organization whose primary source of revenue is the sale of products or services not legal for purchase by minors; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or District policy; advance any political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; be associated with any company or individual whose actions are inconsistent with the District's mission and goals; or otherwise be in violation of the law.
7. Fund-raising campaigns except as permitted by Board policy or special action of the Board
8. Activities which are discriminatory in the legal sense.

F. Damages and Liability

Users of school facilities are responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the groups, regardless of who caused the damage. Users also are responsible for the conduct of all persons involved in the users' activities while on school property.

All user groups, except school sponsored groups, must furnish a certificate of insurance for general liability coverage with total limit coverage of \$1,000,000 for each claim made.

Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

G. Term and Acceptance of Lease

The ~~Stanly County Board Of Education shall consider~~ superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal, and Lease of Board-Owned Real Property.

H. Use of Outdoor School Facilities for use by the General Public

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described by this policy. The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

I. Use of School Cafeteria Facilities by the General Public

Every time food is served in the cafeteria, a Child Nutrition Employee certified in food safety and sanitation must be present. This applies to any meal or snack service in the cafeteria, regardless of sponsoring organization or size/type of meal/snack. The sponsoring organization is the group holding the event: school, club, team, band, PTO, boosters, outside group renting the facility, etc. Events include dances, pre-game meals, awards banquets, staff meetings, PTO meetings, festivals, fundraisers, celebrations, camps, conferences, etc.

- Sponsoring organization must compensate the Child Nutrition worker his or her hourly rate, including overtime, if applicable, from the time of setup to the end of clean-up. **The CN employee's presence in no way guarantees that the food was properly prepared or handled by the sponsoring organization.**
- Organizations using the cafeteria for food service must provide their own supplies, including serving utensils, place settings, condiments, trash bags, napkins, etc. Child Nutrition Services can provide consumable supplies for a fee upon request.
- **Permission to use the dining room does not extend to the kitchen. No organization is allowed to prepare or store food in the kitchen or use any Child Nutrition equipment or utensils with the exception of dining room tables and chairs.**
- Child Nutrition Services will provide ice at no charge. A CN employee must obtain the ice from the machine.

- Sponsoring organizations are expected to return the cafeteria to its original condition, including cleaning the facility and returning tables and chairs to their proper position. The CN employee will guide and assist in the cleanup of the facility. Cleaning supplies will be provided by Child Nutrition Services.

All food served in the cafeteria must be obtained from a commercial source holding a current food service permit from the Department of Public Health.

- Prepackaged, ready-to-eat foods purchased from a commercial source, such as packaged granola bars or individual bottles of soft drinks, are *allowed*.
- Prepared foods from a restaurant or commercial caterer are *allowed*. For example, BBQ from Bud's or a party tray from Food Lion. Food from a caterer without a food service permit from the Dept. of Public Health is *not allowed*.
- Foods cooked in a non-commercial setting (home, church, etc.) are NOT allowed in the kitchen or dining room.
- Foods cooked on school grounds outside of the cafeteria are *not allowed* in the kitchen or dining room.
- Individuals bringing a meal/snack from home for their own consumption are *exempt* from this regulation. Homemade foods meant to be shared with a group, however, are *not allowed*. For example, a person can bring in a bag lunch but they may not bring in a homemade cake to share with a group.

H J. Review of Decisions concerning Use of School Facilities

Any person or organization may request a review of any decision made by a school employee according to Stanly County Schools Board Policy 4090 pursuant to this policy in accordance with policy 1740/4010, Student and Parent Grievance Procedure.

K. Termination and Cancellation

An agreement to use school facilities may be cancelled by the school or county for good cause or emergency reasons. The user may cancel the agreement to use the reserved facilities provided five (5) days written notice is provided to the school. Failure to provide this written notice will result in loss of fees paid.

L. Fee Waiver

Groups wishing to rent school facilities may request a waiver of all rental fees so long as the group falls under Category II and is a recognized tax exempt, 501(c)3 non-profit organization or is otherwise a school sponsored organization and the purpose of the facility rental is to host an event that benefits the community at-large (e.g. Relay for Life, etc.). All requests for a fee waiver must be made in writing at the time of the rental application and must be board approved. If the Board grants a waiver, the renting group is still expected to pay for all school staff working the event as needed.

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