



## Community Use of School Facilities

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Superintendent of Schools

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THS Athletic Director

**Clifton Blue**

TMS Athletic Director

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*It is our mission in **Thomasville City Schools** to partner with parents, community and staff members to nurture and prepare students for success in the 21<sup>st</sup> Century. Educating the whole child and providing them with the tools needed for success in life is paramount. Expectations for a positive learning environment along with rigor, relevance, and relationship building will ensure success for all students.*

***We believe** in and nurture the whole child through academic, social, emotional, nutritional, and physical development which honors diversity, promotes high expectations, and celebrates individual and collaborative achievement and growth.*

***We believe** parents and community are critical components to the success of our students, staff and schools; forming partnerships and fostering understanding and engagement with these stakeholders is a priority.*

***We believe** in the essential role faculty and staff play in achieving our mission and respect their diversity while working to support and develop the adult capacity necessary to impact our students' success.*

***We believe** that all students and staff will incorporate innovative 21<sup>st</sup> Century technology in the learning process.*



*The Thomasville Board of Education believes school facilities are owned and operated by and for its citizens.*

*Even though the Board encourages the use of the facilities by local citizens, a fee schedule has been adopted to offset incurred expenses.*

*Smoking, gambling, alcoholic beverages, drugs, and candles/flames, weapons (except for police), and offensive language are prohibited on all school properties. Any type behavior that is detrimental to the operation of the facility or public safety is prohibited.*

***The following guidelines apply to the use of approved Thomasville City Schools' facilities:***

- 1. School events have priority over all rentals. Example: if there is bad weather and a sports event is rescheduled, the school has first rights to the gym.*
- 2. All groups using the facilities for non-school related functions will be charged a rental fee. School administrators have the authority to refuse any rental. A contract will be issued to the person renting the facility. One copy will be given to the individual or group and one copy will be kept by the School Nutrition Director, THS Athletic Director, or TMS Athletic Director.*
- 3. For dining rentals and any events involving food, the School Nutrition director must be contacted to arrange for a School Nutrition employee to be in attendance during the event.*
- 4. The use of all facilities will be under the supervision of an assigned TCS employee at a rate of \$25 per hour. Even is using dining room only, the fee for an employee must be paid.*
- 5. Only facilities designated on the application and approved are to be used. The renter will be responsible for all damages occurring during the rental period.*
- 6. The renter will reimburse for any loss sustained by the school and must replace or repair damaged items at no cost to the school.*
- 7. The facility must be returned to its original condition. The deposit fee will be used to pay for expenses associated with damage, if such occurs.*
- 8. The renter shall be liable for any claim or injury to persons arising out of the use of the facility.*
- 9. If no damages/injuries occur the deposit fee will be refunded by mail within 3 weeks. The school system will be held harmless and waives liability for injuries or property damage that may occur.*
- 10. Furniture must be rearranged by the renter to its original position at the conclusion of the activity.*



11. *You must have a certificate of Liability Insurance in order to rent a facility.*
12. *Contracts may not be transferred from one renter to another. The sponsoring organization shall not sublet school facilities. Facilities cannot be used in competition with local businesses.*
13. *Gym rentals must conclude at 8 p.m. Cafeteria rentals must conclude and premises vacant before 11:30 p.m. For every 15 minutes over the contracted end time, an additional \$20 will be assessed and deducted from the deposit.*
14. *Anything brought to facilities must be removed by the group upon termination of the rental period.*
15. *If a rental request is denied for any reason, an appeal may be made to the superintendent. Any application requiring action of the superintendent must be made at least five days prior to the date of the requested rental.*
16. *A fire/inspection permit must be purchased from the Thomasville Fire Department, at 712 East Main Street. This permit must be posted/available during the event.*
17. *Concessions rights shall be approved by the Student Nutrition Director ONLY. FOOD IS NOT ALLOWED in the Thomasville City Schools' gyms.*
18. *The School Board does not permit long-term leases.*
19. *The user group agrees that the school system is to be held harmless and no liability shall attach to the Board of Education, individually or collectively, for personal injury or personal property damage by reason of use of the school property. User group further agrees to indemnify the Board of Education for any and all such claims.*

## **Policy Code: 5030 Community Use of Facilities**

The board endorses the goals of the Community Schools Act. The board will make specified school facilities available for use by eligible community groups under agreements developed in accordance with this policy. The board also will make some outdoor school facilities available for limited recreational use by the general public when not inconsistent with the board's use of the facilities. Public use is subject to Section H of this policy.

### **A. GENERAL PRINCIPLES**

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system.

Priority for facility use will be given to community groups as outlined below in Section B.



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 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/FEE STRUCTURE

School-sponsored groups and activities, such as school athletic events, and 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 by other groups and the fee structure for such groups will be in accordance with law and the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups (see policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment and Bullying). All groups within the same user category will be charged for facility use according to the uniform fee structure.

1. In accordance with [G.S. 163A-1046](#), as a polling place on election days
2. School-related groups (organizations formed to support the school in some manner, such as the PTA, PTO, teachers' and principals' organizations and booster clubs)

Fees: Fees for use of kitchens and child nutrition staff will be charged to cover costs. A fee will be charged to cover the expenses of custodial or supervisory services incurred.

3. 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 utility fees may be charged. As needed for the event, fees for use of kitchens and child nutrition staff will be charged to cover costs.

4. All government and other non-profit groups (all groups not included in the other categories as well as political parties when meeting for purposes other than precinct meetings or county or district conventions)

Fees: Tier I Rental fee, custodial and supervisory fees will be charged. As needed for the event, fees for use of kitchens and child nutrition staff will be charged to cover costs.



5. For Profit Groups (groups not directly affiliated with items 1-4 above)

Fees: Tier II Rental fee, custodial and supervisory fees will be charged. As needed for the event, fees for use of kitchens and child nutrition staff will be charged to cover costs.

By August 30<sup>th</sup> of each 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.

C. REQUESTS FOR USE OF FACILITIES

An eligible individual or group that wishes to apply for permission to use a school facility must submit a written application to the principal of the school in which the facility is located. Facility use request forms will be available in the school administrative office.

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 that are available for community use will be available to the public at the superintendent’s office and each principal’s office.

By August 30<sup>th</sup> of each year, the superintendent shall develop a list of school facilities 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, gymnasiums, media centers and playgrounds.

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 will include an application process and provisions regarding the supervision of groups using facilities, the care of facilities, prohibited conduct and other issues deemed appropriate by the superintendent. A copy of the regulations will 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) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.



3. Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy [5026/7250](#), Smoking and Tobacco Products).
4. Users must not consume or possess alcohol or drugs on school grounds (see policy [5025](#), Prohibition of Alcoholic Beverages).
5. Users must not possess weapons or explosives while on school grounds.
6. Users are responsible for supervising their activity and the people present at their activity. Users are responsible for maintaining order and safety during their activity.
7. TCS representatives must be present while facility is in use.
8. Should the use of the facility be approved and include the service of food items, Child Nutrition Director must review application and Child Nutrition staff may be required to advise on food service guidelines in connection with federal requirements.

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 the review of the superintendent and the board of education.

#### F. DAMAGES AND LIABILITY INSURANCE

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 group, 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 a 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 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. In no event will leases for longer than one year be entered into with government or other non-profit groups as referenced in subsection B.4 above. 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 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 in 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. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy [1740/4010](#), Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Equal Access Act, [20 U.S.C. 4071-4074](#), [28 C.F.R. pt. 36](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); [36 U.S.C. 20101 et seq.](#); [G.S. 14-269.2](#); Community Schools Act, [G.S. 115C-203 to -209.1](#); [115C-524](#), [-527](#); [160A-274](#); [163A-1046](#)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Prohibition of Alcoholic Beverages (policy [5025](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Weapons and Explosives Prohibited (policy [5027/7275](#)), Sale, Disposal and Lease of Board-Owned Real Property (policy [9400](#))

Adopted: December 4, 2012

Revised: March 1, 2016; June 28, 2018; September 4, 2018

*Thomasville City Schools is*

# BULLDOG NATION

*Excellence • Diversity • Unity • Pride*

**Rental Fee Schedule:**

	School Affiliated Organizations	Tier I Rental Fee	Tier I Deposit	Tier II Rental Fee	Tier II Deposit*
TMS/THS School Gym	Cover Cost	\$350	\$100	\$500	\$250
High School Cafeteria	Cover Cost	\$350	\$100	\$500	\$250

***For information regarding the use of cafeteria space, contact Brenda Watford at 336-474-4219***

***For information regarding the use of athletic space at THS, contact Steve Bare at 336-474-4266***

***For information regarding the use of athletic space at TMS, contact Clifton Blue at 336-474-4120***

**Requesting to Rent:**

\_\_\_\_\_ Middle School Gym (Clifton Blue)

\_\_\_\_\_ High School Gym (Steve Bare)

\_\_\_\_\_ High School Cafeteria (Brenda Watford)

**Requesting Date & Time:**

Requested Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

*The facility will be opened and closed by a school employee assigned to work during this event according to the stated time schedule.*





**Nature of Activity for which the facility is to be used:**

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**Additional Requirements:**

\_\_\_\_\_ Insurance certificate is required and must be submitted with this completed application.

\_\_\_\_\_ Fire/Inspection permit is required and must be submitted with this completed application.

**Contractor/Renter Information** (Make Check payable to Thomasville City Schools.)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

(Deposit will be refunded to this address)

Approximate number of people expected to attend event: \_\_\_\_\_

I have read and understand School Board Policy 5030 and the guidelines for use of school facilities in the "Community Use of Thomasville City School Facilities" brochure and agree to comply with all provisions as written.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Fee Determination:**

Rental Fee: ..... \$ \_\_\_\_\_

Deposit Fee: ..... \$ \_\_\_\_\_

School Employee Fee: ..... \$ \_\_\_\_\_  
(Hours of use x\$25)

School Nutrition Employee Fee: \$ \_\_\_\_\_  
(Hours of use x\$25)

Police Fee:..... \$ \_\_\_\_\_  
(Hours of use x\$25)

**Total Payment Due: ..... \$ \_\_\_\_\_**

**Renter's Checklist for School Facility Use:**

\_\_\_\_\_ Seek permission for use from Brenda Watford, Steve Bare, or Clifton Blue

\_\_\_\_\_ Review Board Policy and Guidelines

\_\_\_\_\_ Obtain Insurance and/or Fire Permit(s) as required

\_\_\_\_\_ Pay Total Amount

\_\_\_\_\_ Retain Payment Receipt and Copy of Rental Contract

\_\_\_\_\_ Acquire Police/Security if Needed for Activity



**TCS's Checklist for School Facility Use:**

- \_\_\_\_\_ Brenda Watford, Steve Bare, or Clifton Blue Will Verify Facility Availability
- \_\_\_\_\_ Review all Forms/Information Related to Rental Including Board Policy
- \_\_\_\_\_ Deposit Rental Payment, Give Receipt and Confirmed Contract to Renter.
- \_\_\_\_\_ Send Copy to Principal, Maintenance, Brenda Watford, Steve Bare, or Clifton Blue
- \_\_\_\_\_ Maintain Copy of Confirmed Contract and Receipt
- \_\_\_\_\_ Acquire Employee to Work During Rented Times
  - Name of Employee(s) Working Event
    - Custodian: \_\_\_\_\_
    - School Nutrition: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

\_\_\_\_\_ School Nutrition Director Signature

\_\_\_\_\_ Maintenance Director Signature

\_\_\_\_\_ Athletic Director Signature

\_\_\_\_\_ School Principal Signature

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_