

USE OF SCHOOL FACILITIES/PROPERTY

Community Activities

When not in use for school purposes, school buildings, grounds, or portions thereof may be used for community activities in accordance with the terms of this policy. The private use of facilities for personal gain is not permitted. Affiliation with a religious organization will not serve as a basis to prevent the use of school facilities. The use of school buildings/grounds for religious services or worship activities is permitted, for temporary time periods, on the same basis as use of school buildings/grounds by other community groups is permitted.

Political Activities

School buildings, facilities or equipment, i.e., copy machines, fax machines, computers, telephones, etc., shall not be used for any partisan or non-partisan political purposes nor for the support for or opposition to any ballot initiative. This prohibition is not intended to prevent the use of school facilities for a community-based event such as a "meet the candidate" event or a debate in which all candidates are invited to participate.

Application of Regulations. These regulations shall apply to the use of all facilities and property owned by the McDowell County Board of Education. To the extent that reasonable and lawful policies or regulations enacted by building administrators or the board for use of specific board-owned facilities conflict with this policy, the former shall prevail over the latter. Nothing in this policy shall be construed to limit the terms and conditions of any lease of facilities or property owned by the McDowell County Board of Education.

Use of Facilities Applications Required

All persons not directly affiliated with the school system desiring to use facilities or property must first obtain a written Use of facilities Application. Use of Facilities Applications must be signed by the responsible person or officer of the organization requesting the use of facilities or property. Approval may be revoked for reasonable cause at any time. A Use of Facilities Application shall be promulgated by the Superintendent or his/her designee and the same modified as necessary. Use of this application form is mandatory.

Use of Facilities Application Procedure

Use of Facilities Applications shall be made to the principal or other administrator charged with the management of the desired facilities or property. Use of facilities requests must be made at least two weeks in advance of the scheduled use. If modifications to the facilities or property in question are required, such applications must be made so as to provide sufficient time to perform such modification, if the same are approved.

Competing Use of Facilities Applications

Regular school activities and activities sponsored by organizations affiliated with a school or the board shall be given priority over other applications to use a school facility. Organizations or groups located within or servicing exclusively a particular school attendance zone shall be given priority over applications from organizations or groups from outside of that school attendance zone.

Fees

All application fees as delineated on the Use of Facility Application, or an estimated amount, must be paid in advance. However, if a Use of Facilities Application is issued for a semester or school year, charges may be remitted in advance on a monthly basis. All fees, along with a copy of the Use of Facilities Application, shall be remitted to the Director Facilities. Failure to pay any required fees on a timely basis may result in the revocation of approval. Future requests will not be approved for an applicant until any past delinquencies are satisfied in full.

Law Enforcement Personnel

Arrangements for the presence of law enforcement personnel must be made separately by the Use of Facilities applicant. For safety reasons, the use of private security agents/personnel is prohibited.

Personnel Assignments

The principal or other administrator charged with the management of the facility or property to be used shall determine the personnel requirements for the intended permitted use and relay the same to the appropriate central office administrator so that any employment opportunity may be processed as required by law. Extra-duty and extracurricular personnel assignments, as the case may be, shall only be arranged when regular assignments will not accommodate the intended permitted use.

Supervision

The principal or other administrator charged with the management of the facility or property to be used shall be responsible for adequate supervision measures in connection with any use of school facilities or property. A principal or other administrator may allow volunteer supervision. However, the principal or administrator shall be ultimately responsible for any supervision arrangements. Any use of kitchen facilities *must* be supervised by at least one food service staff member.

Denial of Approval

A Use of Facilities Application may be denied or revoked if the intended or actual use would be/is in violation of any federal, state or local laws or ordinances, or would be in violation of Board Policy or rules promulgated in connection with the use of specific school facilities or property.

Smoking

Smoking or use of other tobacco products within any school facility or on school grounds is prohibited.

Alcoholic Beverages

The possession or consumption of alcoholic beverages in any facilities or on any property owned by the Board of Education is prohibited.

Removal of Equipment or Property

All equipment or other property of persons using school facilities or property must be removed within two hours following such use.

Closing/Ending Time

Unless the Board provides prior written permission to the contrary, the use of facilities and property shall end at 11:00 p.m. An employee of the Board shall close any facility in use promptly thereafter.

Fire Safety Requirements

All applicable fire safety requirements, including seating capacities, shall be observed in the use of school facilities or property.

Access of Board Representatives

Any designated representative of the Board of Education shall have full access to school facilities or property during any use or activity conducted pursuant to a Use of Facilities Application.

Board Owned Equipment

Prior written permission must be obtained from a principal or other administrator with respect to the use of Board-owned equipment or property. Once the building principal approves, the application must be forwarded by the principal to the Director of Facilities for approval and board action.

Revocation of Approval

All Use of Facilities Applications are revocable and shall not be deemed a lease of facilities or property.

Notice of Cancellation

Notice of the cancellation of any scheduled use of facilities or property must be provided to the principal and/or the Director of Facilities at least 24 hours in advance of the scheduled use. Failure to provide such notice may result in the responsibility to pay applicable fees as provided in Section 41.07 herein

Closure of Facility

If a facility is closed due to inclement weather or mechanical failure or otherwise for good cause in the discretion of the Board, any permitted use shall be cancelled. Any permitted use may be rescheduled through the principal or administrator charged with the management of the facility.

Conformance with Board Policy and Regulation

All uses of school facilities or property must conform to applicable Board policies and administrative regulations.

Legal Responsibility

Persons or organizations issued a Use of Facilities Application shall be responsible for any damage to property resulting from such use. Such persons or organizations shall indemnify the Board against all liability for injuries to persons or property resulting from negligence, misconduct, or misuse of school facilities or property. All organizations which use McDowell County Schools' properties must provide evidence of liability insurance, in an amount of not less than \$1,000,000 per occurrence, naming the McDowell County Board of Education as an additional insured. Such evidence of insurance must be submitted with the application or not less than 48 hours prior to the proposed use of the facilities. A copy of the declarations page of an insurance policy conforming to the requirements stated herein, and the name and phone number of the servicing insurance agent or company contact shall suffice as evidence of the required insurance.

Use of Facilities Inspection Report

Pre and post inspections are to be completed by the custodian assigned to the event. A Use of Facilities Inspection Report is to be completed by the custodian on duty and turned in to the building principal once the event is over.

Adopted on August 24, 2011