

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

PURPOSE: To describe fees, rules, and procedures for the community use of school facilities/equipment

Facilities**A. Priorities for Use**

Non-school related groups and organizations composed of citizens of Stafford County, may be permitted to use/rent school facilities provided that:

- The meetings or functions are of interest to the majority of the general community; and
- Such meetings or functions are not regularly scheduled with use of school facilities.

B. Church Services

Nonprofit Stafford County religious organizations may be permitted to rent school facilities provided that:

- The scheduling of church services or functions is coordinated with and agreeable to school officials so as to avoid interference with school programs.
- The services or functions do not in fact interfere with any school activity, program, or the school learning environment as determined by school officials.
- Temporary accommodations can be made if a church is destroyed by fire, flood, etc. Such accommodation should be of a temporary duration until a more permanent building can be obtained.
- The parties shall enter into an agreement which shall provide for rental of school facilities over a period of up to one year. Said agreement shall be renewable annually up to a maximum of six years upon agreement of the parties. If during the sixth year of renting school facilities a religious organization shall be actively engaged in the construction phase of building its own facility and it is reasonably evident that completion of such construction cannot be accomplished prior to the conclusion of the sixth year of the rental agreement, then in that event the superintendent is authorized to renew such agreement on a monthly basis for a period of up to twelve months but not greater. The sum of all periods of time that any and all school facilities are rented, including rental of space in

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

different school buildings shall be included in calculating the total time period that school facilities have been rented by an organization, which period shall not exceed six years except in the sole circumstance set forth above. By way of illustration, rental of space in three different school buildings each for two years shall equal a total of six rental years.

C. Political Rallies/Meetings/Forums

School facilities shall not be used for political one-party rallies or meetings. Forums sponsored by nonpolitical community groups which feature multi-party candidates and whose purpose is for voter education shall not be restricted by this regulation.

Rules and Conditions**A. Non-school Related Groups or Organizations**

When non-school related groups or organizations are permitted to use school facilities, the following rules and conditions shall be observed:

- a. One person representing the non-school related group or organization shall assume personal responsibility to work with the principal/designee and see that the group or organization he/she represents follows the policies, regulations and rules of the school board, relating to the use of school facilities.
- b. An employee of the board or another person specifically approved and designated by the principal/designee must be on duty whenever any school facility is used by an eligible group or organization. If outside the normal duty hours of the employee or another person specifically approved and designated by the principal/designee, the using group or organization will pay the employee in accordance with established fees.
- c. Each group or organization using the school facilities shall be responsible for any damage done to facilities.
- d. The group or organization using the facilities shall accept responsibility for good order and, if necessary, provide for proper police and fire protection.

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

- e. School authorities shall have access to any meeting or activity held in or on school facilities.
- f. Any group or organization granted the use of school facilities may not use the cafeteria or kitchen unless some employee of the cafeteria staff is in charge of equipment.
- g. Food and refreshments may be sold only in the cafeteria or other areas of school buildings designated by the principal/designee and shall not be carried out of these areas.
- h. Gymnasium shoes shall be required of all persons who use school gymnasiums. This rule does not apply to social dancing except that shoes which damage or mark the floor shall not be worn.
- i. No electrical equipment or appliances of any kind shall be brought to or used in any school building without approval of the principal/designee.
- j. No using group or organization may, under any circumstance, adjust or change the setting of any electrical switch or control, including lighting, heating, or cooling system without approval of the principal/designee.
- k. Putting up decorations or scenery, or moving furniture will be prohibited unless specific permission is granted by the principal/designee.
- l. Cotton batting, straw, inflammable tissue paper, dry leaves, trees or other highly inflammable materials shall not be used for decorative purposes. Nonflammable material may be used for special decoration in schools.
- m. No special equipment which is the property of the division will be used by any group or organization unless specific approval has been granted by the principal/designee.
- n. Community groups or organizations renting a school facility may use a school piano provided it is not moved. If it is desired to have the piano tuned, the request should be made to the principal/designee who shall arrange to have the piano tuned at the expense of the group or organization using it.
- o. The use of tobacco in any form in a school building shall not be permitted. The use or possession of alcoholic beverages and illegal drugs are prohibited on school property. When the building is used by outside groups or organizations, it shall be the

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

- responsibility of the person holding the permit to see that this rule is enforced.
- p. When schools are closed due to inclement weather conditions or other emergency conditions, scheduled use of the facility will be cancelled. Activities may be rescheduled by the principal/designee.
 - q. Principal/designee may specify rules for the use of special rooms or facilities.
 - r. If school facilities are misused, the sponsoring group or organization will in the future be denied the privilege of using school facilities.

B. Use by School Employees

School facilities (i.e., auditorium, gymnasiums, career and technical classrooms/shops, science laboratories and athletic fields) are not to be used by school employees for personal or recreational activities during out-of-school hours. This regulation does not apply to student activities approved by the school administration and chaperoned by school staff members.

Application Process

An application for the use of school facilities shall be obtained from, completed, and submitted to, the principal/designee not less than ten (10) working days in advance of the requested usage date. The form is to be completed and be accompanied by a check for any necessary fees. The principal/designee will notify the requesting organization of approval or disapproval by completing the application and sharing the original with the organization.

No facility shall be considered reserved until the application has been signed by both parties and approved by the chief facilities officer/designee.

A certificate of insurance is required to be submitted with each application. The insurance shall be at a minimum of \$1,000,000 General Liability coverage.

Fees

Groups applying to use school facilities for their activities usually fall into one of four categories as follows:

- Category I - Stafford County Parks and Recreation

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

- Category II - Governmental Agencies (e.g. Fire and Rescue, Sheriff, Social Services, etc) and chartered non-school children and/or school age groups (e.g., 4-H, scouts, etc.).
- Category III - Non-Profit Stafford County Recreational Organization
- Category IV - Non-Profit Stafford County Church, Civic, Recreational and Community Organizations (must have tax exempt, non-profit status)

The following are guidelines to be adhered to by Stafford County school administrators in determining the use of school facilities by outside groups. Nothing in the guidelines absolves the building principal of the responsibility for the facilities under the principal's charge. The principal/designee may deny the use of the facilities in question to any group in any category. The group or organization whose request is denied by the principal may take his/her request to the assistant superintendent for support services.

A. Category I - Stafford County Parks and Recreation Department

School buildings will be made available at no charge to the Stafford County Parks and Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. The Parks and Recreation Department will pay the cost of supervision by a school employee. When school personnel are not available for supervision activities, trained personnel recommended by the Recreation Department and approved by the principal will be used. The custodial fee will not be charged provided the building is left in a reasonably clean condition as determined by the principal/designee.

Outdoor school facilities will be made available to the Parks and Recreation Department when not being used for school related activities or when the use of the facility will not create a hardship for the school. When the activity requires the use of the recreational lighting, the cost of the lighting will be paid by the Parks and Recreation Department (except in case of tennis courts, School Board pays). The Parks and Recreation Department will provide supervision and be

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

responsible for policing the area at the culmination of the activity.

B. Category II - Governmental Agencies (Such as Fire Department, Sheriff's Office, Etc.) and Chartered Non-school Children and/or School Age Groups (e.g. 4-H, Scouts, Etc.) Located in Stafford County

Areas within school buildings will be made available after school hours for weekday (Monday through Friday) meetings of a non-fundraising nature provided that the facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Governmental agencies and chartered groups affiliated with national or state organizations shall not be charged a building usage fee for such meetings and generally shall not be charged a custodial fee provided that the building is left in a reasonably clean condition as determined by the principal. A fee for supervision services shall be charged if such services in the judgment of the principal must be provided by sole reason of that agency or group using school facilities on a particular day and time.

Areas within school buildings will be made available for weekend (Saturday and Sunday) meetings of a non-fundraising nature provided that the facility is not being used for school related activities and further provided that such use will not create a hardship for the school. Governmental agencies and chartered groups affiliated with national or state organizations shall not be charged a facility usage fee for the first such meeting occurring during the then current school year. A facility usage fee will be charged for additional weekend meetings. Custodial and supervision fees shall be charged for each weekend meeting.

In the event that inclement weather results in the closing or in the early dismissal of school, all activities shall be cancelled and the use of school facilities by any agency or group shall be cancelled during such period.

C. Category III - Non-Profit Stafford County Recreational Organizations

To be considered a non-profit organization, the organization may be required to provide proof of tax-exempt,

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

non-profit status and furnish their appropriate tax exempt number. Non-profit Stafford County recreational organizations that are not sponsored by the Stafford County Parks and Recreation Department will be classified under this category.

The Stafford County Parks and Recreation Department shall be recognized as the scheduling authority and is authorized to charge an administrative/field usage fee for all non-profit Stafford County recreational organizations requesting the use of indoor and outdoor recreational facilities at all elementary, middle, and secondary schools with the school division. The Parks and Recreation Department is recognized as the scheduling authority and may charge personnel and field usage fees in accordance with their adopted fee structure. Facility use fees will be charged as outlined within this regulation. All Category III facility use fees are to be returned to the school division and will be deposited in the Utilities Account in the Stafford County Public School General Operating Fund.

Non-profit Stafford County recreational organizations requesting facilities for non-school related recreational programs shall contact the Stafford County Parks and Recreation Department to schedule available school recreational facilities.

D. Category IV - Non-Profit Stafford County Church, Civic and Community Organizations

To be considered a non-profit organization, a group may be required to provide proof of tax-exempt, non-profit status, and furnish their appropriate tax exempt number. Any organization falling in this category will be assessed the appropriate fees for the use of school facilities. Category IV groups using the school facilities to raise funds, where all or a portion of the profits are returned to the school, may, with the approval of the principal, use the facilities without charge except for supervisory and custodial fees.

SCHEDULE OF FEES

The following fees shall be charged for use of facilities by using organizations or groups:

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

<u>Cafeteria (2 Hour Minimum)</u>	<u>Hourly Rate</u>
Elementary School	\$ 95.00
Middle School	\$120.00
High School	\$125.00
<u>*Gym (2 Hour Minimum)</u>	<u>Hourly Rate</u>
Elementary School	\$ 95.00
Middle School	\$120.00
High School	\$125.00
<u>Auditorium (2 Hour Minumum)</u>	
Middle School	\$120.00
High School	\$125.00
<u>Classroom</u>	\$ 25.00
<u>Parking Lot</u>	\$ 50.00

Fields

Stafford County Parks & recreation will establish field usage fees.

****Category III users will be assessed the following hourly Rate for gym use only:***

Weeknight - \$10.00

Weekend - \$40.00 (\$10.00 for tournament play)

These fees defray the cost of facility operation and are not related to the type of use. Therefore, the fees shall be uniform for all uses and users except those for whom the fees are waived as specified by this regulation. Fees are derived from a formula which considers actual utility costs, square foot of facility utilized and duration of activity.

For events open to the public and for which admission is charged, or for which fees are charged for participants a 25% surcharge will be assessed for all facility use fees, not to include personnel costs.

The following fee schedule for personnel shall be applicable division-wide for community use of school facilities:

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

- a. Generally, the supervision fee and the custodial fee will be applicable. Administrative staff cannot be paid for working as a supervisor.

	**HOURLY RATE	**OVERTIME RATE
Supervision Fee	\$ 26.00	\$ 39.00 per hour
Custodial Fee	\$ 18.00	\$ 27.00 per hour
Cafeteria Work Fee	\$ 18.00	\$ 27.00 per hour
Security Staff Fee	\$ 18.00	\$ 27.00 per hour
Technician (Lightening/ Sound)	\$ 18.00	\$ 27.00 per hour

****Two hour minimum/one-half hour increments thereafter.***

*****Hourly fee shall apply to all events not exceeding two and one half hours. Those exceeding two and one half hours in duration shall be assessed an overtime rate when involving non-exempt employees.***

*****Social Security (FICA) taxes are to be calculated on all personnel compensation at a rate of 7.65 percent and shall be paid in addition to hourly fee.***

- b. Some specific duties of the supervisor include:
- Visible at all times by the user group.
 - Ensure that users are admitted to the facility at the contract start time and leave at the contract ending time.
 - Provide information, assistance, and direction to users.
 - Gather pertinent information and report incidents, damage and or breakage of property and equipment, injuries, unsafe practices or conditions, and security problems.
- c. Some specific duties of the custodian include:
- Available to the user group at all times during the activity.
 - Unlock and lock doors.
 - Operate ceiling lights.
 - Set up chairs/tables/pulling bleachers.
 - Normal clean-up.

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

- d. Security staff fees will be assessed for events open to the public as follows:

Projected Attendance

0 - 400	Two Security Staff
401 - 700	Three Security Staff
701 - 1,000	Four Security Staff
1,000 Plus	Five Security Staff

- e. The principal/designee will determine the need for other or additional personnel as listed on a case-by-case basis.
- f. All events/activities occurring outside of the school facility, on school grounds or in the parking lot will require appropriate supervision.

Collection of Fees, Remittance to Central Office, Purchasing Guidelines, and Payroll Processing

Fees collected from organizations or groups shall be deposited at the school in a Facility Use Activity Fund Account. Such funds shall be designated in three categories - personnel, remittance, and operational.

Twice annually, as determined by the Finance Department, thirty percent (30%) of the deposited facility rental funds shall be deposited in the utilities account in the division's General Operating Fund. Remaining funds are to be used solely for facility maintenance, grounds maintenance, safety and security, and other items as approved by the superintendent/designee.

All personnel funds collected to pay existing employees for supervisory, custodial, etc. services rendered shall be forwarded to the payroll department to be processed accordingly. The amount paid to the employee will not necessarily coincide with the amount charged to the renter.

Equipment:

The superintendent/designee and/or the principal/designee or director of each school/complex who shall, for the purpose of this regulation, be a special designee of the superintendent with powers expressly limited to the principal's/director's assigned school/complex and the equipment assigned thereto, is authorized to permit use of division owned and/or leased

COMMUNITY USE OF SCHOOL FACILITIES/EQUIPMENT

equipment (as defined in Policy 8101 - Community Use of School Facilities/Equipment) by local government agencies provided that:

- Such use will not impact the efficiency of the division or disrupt the educational process;
- Such use shall be for a specific period of time or reasonable duration and with a planned return date;
- Equipment is returned in the same condition as when received, reasonable wear and tear expected;
- User shall be a representative of a local governmental agency;
- User shall execute an agreement providing for the use and return of the equipment. Equipment shall be identified in the agreement; use of the equipment shall be limited solely to that agency executing the agreement;
- All request will be received on agency letterhead describing the use to which the equipment is intended to be used for;
- Inspection of the equipment will be conducted by all parties prior to equipment being issued to requesting agency. Inspection of the equipment will also be conducted upon return of the equipment by all parties. If equipment is damaged or inoperable, the requesting agency will affect repairs or replacement within a time period not to exceed 45 days from the date of return inspection.
- No fee will be charged for use of equipment.
- No division employee or citizens will be allowed to use division equipment for personnel use.

Adopted: 06/24/08
Reviewed: 11/04/13
Readopted: 12/12/13