

Community Use of School Facilities

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity group or organization nor the purposes they represent.

School facilities shall be made available for public use through the building principals and/or superintendent of schools to civic, political and other community organizations subject to the following conditions:

1. Priority for use of school facilities shall be:
 - A. The requirements of the school program shall always receive prior consideration in the assignment of school facilities;
 - B. School related organizations such as parent-teacher associations, teacher groups, booster groups, School Improvement Councils, etc., shall be given priority over non-related school organizations;
 - C. Any group comprised of or existing for the support or betterment of school age youth such as non-public schools, 4-H clubs, boy scouts, girl scouts, little league sports programs, etc., shall be given consideration over other groups.
2. The school principal will ascertain to what extent custodial, food service or security personnel are needed for proper care of the facility and equipment therein. **If Monroe County personnel's services are necessary, the organization using the facility shall be invoiced for the cost of such services at the applicable hourly rate for the employee(s), plus the cost of associated benefits. Failure to pay this invoice will result in refusal of any future use of school facilities and/or appropriate legal action.**
3. The sponsoring organization and its representatives shall function under the direction of the principal and shall be held responsible for any damage to school property. **Such persons or organizations shall indemnify the Board against all liability for injuries to persons or property resulting from negligence, misconduct, or misuse of facilities or property. All organizations which use Monroe County Schools' properties must provide evidence of liability insurance, in an amount of not less than \$200,000 per occurrence, naming the Monroe County Board of Education as an additional insured. Such insurance policy must be submitted to the building principal or superintendent's designee with the application for use, but in any case, not less than 48 hours prior to the proposed use of the facilities. Failure to provide proof of insurance coverage as described herein will result in refusal of facility use.**

4. All groups using school facilities must abide by and enforce the tobacco control policy, including announcements regarding the policy throughout the event. This policy says that no tobacco product shall be used at any time by any person in any area owned and operated by a county board of education. Violations of the policy or failure to supervise and enforce the policy may result in loss of facility use **privileges** by the group.
5. The sponsoring group is also responsible for making sure that traffic flow in and out of the event is conducted safely, that parking is in appropriate areas only, and that no damage to grounds or outside areas results from action by participants in the activities.
6. A building fee will not be charged for in-school age groups (4-H, scouts, etc.) unless additional services are needed.
7. No fee will be charged for the use of outside facilities (ball fields) unless special circumstances warrant **the same**.
8. A chartered community organization may be granted permission to use school property for events for which an admission fee is charged under the condition that the net proceeds will be used to help promote community **improvement or services**. Eligible persons, groups and organizations, **which are not school affiliated and** desiring the use of school property shall **complete the attached application form, along with a copy of the current certification of liability insurance, and submit it to the school principal at least two weeks prior to the scheduled event. The application shall be forwarded to the office of the superintendent for approval. The event shall not take place until superintendent approval has been confirmed, in writing.**

The superintendent of schools has the authority to approve or disapprove all applications for community use of school facilities. **In no event shall the community use a school facility without signed permission from the principal and superintendent.**

Note: 1:00 a.m. curfew for events on school property unless special permission is given.

Amended: 8/31/81; 3/7/83; 1/1/92; February 15, 2000; **August 16, 2016**