

## USE AND CARE OF SCHOOL FACILITIES

Board Policy: CR-4  
Approved: July 19, 1993  
Revised: October 15, 2007

### I. General Policy Statement

- A. It is the opinion of the Haywood County Board of Education that the primary purpose or function of public school facilities is to provide quality educational environments conducive to the students they serve.
- B. This policy is designed to support the Community Schools Act of 1981 by increasing community involvement and providing for community use of school facilities. Citizens are encouraged to utilize school facilities for civic, cultural, educational, recreational and other activities so long as such use does not conflict with school use, with state law, with local ordinances or with the proper care and maintenance of school facilities.
- C. Priority for facility use will be given to school sponsored groups, school related groups, then to community groups and organizations whose mission is similar or complementary to that of the Haywood County Schools. Use by groups and organizations whose mission is not similar or complementary to that of Haywood County Schools is discouraged; however, when use is granted, it shall be short term. It is the intent of the Haywood County Board of Education that all eligible groups have equal access to facilities and that their use not be dominated by any one group.
- D. Community use facilities generally include all school properties with the following exclusions: the Education Center, Instructional Technology Center, Conference Center Central Office, Bus Garage, Maintenance Building and the School Food Service Facility. Under certain circumstances these non-community use facilities may be made available with a Haywood County Schools staff member in attendance. Any exceptions must be approved by the superintendent or designee.
- E. School equipment is purchased with public funds for use in the educational programs of the schools. Loan of school equipment must have approval of the principal and must be stipulated in the contract. System-owned and Instructional Technology Center equipment is not available for loan. Any exception to this policy must be expressly authorized by the Superintendent or designee.
- F. This policy is adopted pursuant to the Board of Education's authority under N.C.G.S. 115C-524(b). Notwithstanding the provisions of G.S. 115C-263 and 115C-264, local boards of education may adopt rules and regulations under which they may enter into agreements permitting non-school groups to use school real and personal property, except for school buses, for other than school purposes so long as such use is consistent with the proper preservation and care of the public school property. No liability shall attach to any board of education, individually or collectively, for personal injury suffered by reason of the use of such school property pursuant to such agreements.

### II. User Categories - (Priorities for use)

Priority in the use of school facilities will be in accordance with the following user categories:

- A. School-Sponsored - These activities are under the direct authority of the principal and there are no charges.
- B. School Related - These activities may include but are not limited to, PTA, PTO, teacher and principal organizations, boosters clubs, etc. These activities are under the direct authority of the principal. There is no charge for facilities. (Exception - cafeteria kitchens). The principal may require custodial or other supervisory services.
- C. Local Government, Civic Organizations and Community Based Youth Organizations - These activities may include but are not limited to use by town or county recreation programs, civic organizations, and school, community, or religious based youth organizations (including youth recreation and athletic organizations) whose members are

primarily from Haywood County. These activities are under the direct authority of the principal. Utility fees for use of facilities may be charged and long-term (more than one year) contracts may be negotiated. Custodial or supervisory fees may be charged at the discretion of the principal. In-kind or exchange of service contracts may be negotiated.

- D. All Other (Non-profit) Use - All other use not included in the above shall be short term in nature and shall pay set rental and utility fees. Custodial or supervisory services shall be paid as specified. (See rate schedule) Contracts that are requested in excess of 90 consecutive calendar days shall be reviewed every 90 days by the Board of Education. After the first 90 day contract, if no other request for the facility is received, the contract may be renewed up to three times for a total of one year. If duplicate requests for the same facility are received, alternation of use by groups shall be the policy of the Board of Education. No organization under this subsection may use Haywood County School's facilities for more than one year unless recommended by the site principal/supervisor, community schools director and superintendent with final approval by the board.
- E. For Profit - Use of Haywood County Schools' facilities by for-profit enterprise shall not be permitted. Users that are school-sponsored (A) or school-related (B) may utilize a for-profit business to assist with a scheduled activity pursuant to terms and regulations of this policy.

III. Liability Insurance - The Haywood County Board of Education reserves the right to require non-school sponsored and/or related user groups to furnish a Certificate of Insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made. In lieu of a Certificate of Insurance, school system administrators may require the user group to execute a waiver of liability which states no liability shall attach to the Haywood County Board of Education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

IV. Use of Cafeteria Dining Rooms and Kitchens

The use of cafeteria dining rooms and kitchens must be scheduled at the school site.

- A. Use of the dining room may require the presence of custodial or supervisory staff at the discretion of the principal.
- B. Use of the cafeteria kitchens shall require the presence of a cafeteria employee designated by the cafeteria manager and approved by the principal. The manager, in consultation with the principal, will determine the number of employees needed for each event.
- C. Groups approved to use only the dining room may not use the kitchen. Equipment and supplies are the responsibility of the user.
- D. Food or supplies which belong to School Food Service may not be used by any group.
- E. Use of the kitchen or its equipment by private enterprise is not permitted.
- F. Cafeteria kitchens and dining rooms may be used to cater meals under one of three following plans. The approved user group contracts with the school principal and cafeteria manager for the use of the cafeteria kitchen, dining room.
1. Plan A - Full Service  
The cafeteria staff will prepare and serve a meal based upon a specified menu and a per meal price. The specified price will include the fees for the use of the facility, food costs, labor costs, and other miscellaneous costs. The user group will be required to guarantee a specific number of meals one week prior to the date of the event.
  2. Plan B - Supervised - Volunteer Staff  
The cafeteria manager will supervise a volunteer staff in the preparation and serving of a meal based upon a specified menu and a per meal price. Events with more than four (4) volunteers will require additional supervisors to be employed (1:4, 2:5-8, 3:9-12). The school system, the school, and the cafeteria manager shall not be held responsible for the quality of food, the timeliness of serving, and the presentation of the meal.  
The user group will provide the required support staff to prepare and serve the meal

under direction by the cafeteria manager. The user group will sign a waiver of liability for the Board of Education to provide general liability workers compensation or accident coverage for the volunteer. The volunteers may not be school system cafeteria employees. The user group may provide the raw food materials, provided these food materials are procured from a source that complies with all laws relating to food and food labeling as specified in Section 2600 - Sanitation of Restaurants and other Foodhandling Establishments of the North Carolina Administrative Code. Also, according to the code food cannot be prepared off premise and brought to the event.

3. PLAN C - Contracted Staff

The user agrees to hire the cafeteria manager and cafeteria staff and/or custodian under the user group employer identification number to prepare and serve the meal.

The user group's representative will provide to the principal the employee identification number and a Certificate of Insurance for General Liability and Workers Compensation Insurance prior to the event. The user group may provide the raw food materials, provided these food materials are procured from a source that complies with all laws relating to food and food labeling as specified in Section 2600 - Sanitation of Restaurants and other Foodhandling Establishments of the North Carolina Administrative Code.

G. Upon conclusion of use, a cafeteria employee will inspect the kitchen and/or dining room for cleanliness and order. If users do not leave a facility in order, they will be billed for labor and cleaning costs.

H. Payments for cafeteria food service events and/or for use of cafeteria utilities/dining room shall be paid to the school principal's office and deposited in the cafeteria/banquet account. In turn, the school office will be responsible for filing the Facility Use Agreement with the Community Schools Office and for payment of facility use fees and employee wage costs to the central office.

V. Use of Other Indoor Facilities - Use of gyms, classrooms, auditoriums, lobbies and other parts of buildings will be charged according to the fee schedule and will require custodial or supervisory services.

VI. Use of Outdoor Facilities

A. Fees for the use of playing fields and stadiums will be charged according to the fee schedule and may require custodial or supervisory services at the discretion of the principal.

B. Use of high school and middle school stadiums and playing fields may be arranged at the discretion of the principal and athletic director. Use of these fields during bad weather may harm the turf. When conditions do not warrant field use, the principal or athletic director will inform user groups in a timely manner. If conditions warrant, use may be terminated while an event is in progress.

C. Groups using lights at stadiums or fields will pay an hourly fee for their use.

VII. Other Use Regulations

A. The group using a school facility or site shall be responsible for its proper use and shall pay for all damages beyond ordinary wear and tear.

B. The group using a school facility or school site will not alter or change the facility or site without the express permission of the principal or site supervisor in accordance with Board Policy CR-2.

C. Use of a building is confined to the area specified in the contract, including the nearest drinking fountain and rest rooms.

D. Profanity, tobacco use, possession or use of drugs or intoxicants, quarreling, fighting, gambling or possession of weapons, or other illegal activity shall not be allowed.

E. The using group shall, at the discretion of the principal, be responsible for reasonable police protection and supervision.

F. Use of school facilities shall be completed by 11:00 p.m., unless waived by principal. If a gymnasium floor is used for other than athletic purposes, the floor may have to be covered.

- Floor covering material is the responsibility of the user.
- G. A contract may be canceled or amended at any time by the principal, site supervisor, community schools director or superintendent. However, every effort will be made to allow the user ample time to reschedule the event.
  - H. The user group activity will conform to all other relevant Board of Education policies and procedures.
  - I. The user group must inform the community schools coordinator's office by the next business day regarding accidents involving personal injury.

VIII. Care of Facilities

- A. Repairs or construction shall be in accordance with Board Policy CR-2.
- B. Painting of building(s) or furniture or other alterations or changes to the site are not allowed unless expressly authorized by the site principal/supervisor.
- C. The display of materials on walls must be authorized by the principal and must not harm surfaces.
- D. School employees hired to supervise activities will be available to the user group during the entire period of use. The employee functions as the principal's agent during the time of use.

IX. Procedures

- A. Groups desiring to use school facilities shall contact the school principal or facility supervisor to confirm the availability of the facility. Upon approval, the request will be submitted to the Community Schools Office for developing contracts and paying user fees. Requests for use of facilities must be filed at least 30 days in advance of date of use. Requests made less than 30 days in advance shall be considered on a first-come, first-serve basis.
- B. User fees and custodial/supervisory fees are due at the time the contract is signed. Checks should be made to Haywood County Community Schools.
- C. Custodians, cafeteria staff and other supervisory staff are to be paid by Haywood County Schools payroll department with funds paid by the contracting agency. All community schools events work hours scheduled exclusively for the event will be charged at time and one-half plus benefit costs for Monday through Saturday. Sunday and holidays work hours will be charged at double time plus benefit costs. Employees will be paid at his or her current rate of pay plus overtime pay. The rates will be adjusted periodically by the board to reflect increases in salaries and benefits as determined by the NC General Assembly.
- D. Payment by user groups for contracts, utility/rental fees and custodial/supervisory fees will be paid to the Community Schools Office. When payment is received, use of facility(s) will be placed on the master schedule. All fees received by the Community Schools Office will be transferred to the Finance Office for deposit.
- E. Utility and rental fees shall be reviewed and revised annually by the Board.