

Community Use of School Facilities

DRAFT

Board Policy: CR-4
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Revised: Date Pending

I. General Policy Statement

Haywood County School Board believes the schools belong to the community. Schools and buildings should be made available for community use when it does not conflict with the Haywood County Schools' mission of educating students.

The school district is responsive to school patrons. As a result, non-district administered groups using the facilities are responsible for the cost of their use so the expenses are not passed on to the Haywood County taxpayers and the community at large.

II. Regulations

A. Use of Facilities

In accordance with the law, Haywood County School (HCS) facilities may be used for open discussion of public questions and subjects of general public interest, for the meeting or organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of facilities for school purposes. No part of the facilities are to be used without prior permission being granted by the school principal/designee and Superintendent/designee or Board action.

B. Applications for Use

1. Any individual, group, school or organization wishing to use any school facilities or grounds must submit an application in writing on a form developed for such purpose. The building principal or designee will review and provide initial approval of facility use.
2. The application is then forwarded to the Superintendent or designee for final review and approval. In no case shall verbal commitments for facilities use be considered in any way binding upon the district. Individuals may not apply to utilize school facilities for private personal or family activities such as wedding receptions, family reunions or birthday parties. Upon final approval, the application will serve as the "permit" for use. Groups failing to produce this permit may be asked to leave the premises immediately. HCS administered activities shall always have priority over non-district administered activities.
3. It will be necessary to have a member of the custodial staff present for all inside activities, unless otherwise approved by the principal/designee. In

addition, a custodian may be required to be present for outside activities if deemed necessary by the district. The sponsor must be present and supervise the group throughout the entire activity. All youth groups must be supervised. No members of any youth group will be admitted into a facility prior to the arrival of the sponsor/agent.

4. Use of school facilities is limited to the facilities requested by the user at time of application and may not be modified without previous approval by the district. No portion of the public school facility may be used by any group after 12:00 o'clock at night without prior approval of the Superintendent or designee. Use of the facilities must be kept within the hours specified on the approved application.
5. HCS reserves the right to cancel a reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with this agreement or the facility is needed for a district administered activity. HCS also reserves the right to change reservations to other rooms or facilities with the understanding that, if possible, comparable facilities will be provided. HCS reserves the right as permitted by law to deny any organization use of school facilities if HCS reasonably believes the organization and/or its activities may present a danger to the health or safety of the district or the participants. As outlined in the application for Use of School Facilities, the district shall be held harmless for liability incurred by the group while using district owned buildings, grounds or equipment.
6. When the superintendent has declared "schools closed" because of inclement weather or an emergency, all facilities and fields will typically be closed to outside activity. If inclement weather does not force the closing of schools but has adversely affected the conditions of facilities or fields, the district has the right to close said facilities or fields. It is the responsibility of the user group to confirm facility or field status prior to usage. If a facility is closed due to inclement weather, the user group will not be charged for usage. Failure to abide by the inclement weather policy may result in the future privilege of use being revoked.
7. Special permission must be given to serve food. The use of the school kitchen must be approved prior to the activity, and a Child Nutrition Services staff member must supervise the use of the kitchen. The schools have the prerogative of allowing the operation of a concession stand.
8. The signing of the application constitutes a guarantee to the Board of Education that the sponsoring group will be responsible for the use of facilities as outlined in this regulation, on the Application for Use of School Facilities and on the General Guidelines for Facility Use.
9. Applications for facility usage are accepted according the timeline published by the superintendent or designee each year.
10. HCS requires a certificate of general liability insurance for all groups using

District property. The general liability insurance must be not less than one million (\$1,000,000) per occurrence with a two million (\$2,000,000) aggregate total naming HCS the additional insured. Proof of insurance must be provided at least two weeks prior to the scheduled use and maintained throughout the use.

C. Facility Usage Fees/Prioritization of Use

All facility usage is defined as either (1) a district administered activity, or (2) a non-district administered activity.

1. District Administered Activities: Activities where staff are hired and paid by the district. The district is responsible for approving meeting dates or schedules and has financial oversight of the activity. Any payment of fees for participating in the activity are made payable directly to HCS. District administered activities also include: a) Haywood County School sponsored activities, b) professional Education Association activities; c) district recognized booster group activities directly associated with a NCHSAA sanctioned activity; and d) district PTO/PTA and HCS Foundation activities with the primary purpose to support and further the mission of the district and which are solely administered by the PTO/PTA or HCS Foundation policies and guidelines. District administered activities are not assessed a facility usage fee in most cases. Insurance and personnel fees may be required, depending on the nature of the activity and/or the time and type of facility being used.
2. Non-District Administered Activities:
 - a) Activities where staff are not hired or paid by the district. The district is not responsible for setting meeting dates or schedules and does not have financial oversight of the activity. Any payment of fees for participating in the activity are made payable to an individual/organization other than Haywood County Schools. Non-district administered activities sponsors must provide insurance for the activity and facility and personnel rates will apply.
 - b) Any individual or group requesting use of school facilities will be charged fees in accordance with current rates, unless otherwise approved by the Superintendent or designee. User groups are divided into three classifications. Classifications are listed in priority order for use of district facilities and fees are determined based on the type of use and the non-profit status of the group. The classifications are:
 - I. District administered activities (See C. 1. above)
 - II. Non-profit, non-district administered activities, including but not limited to:
 - a) Club sports and youth sports with an all volunteer (non-paid) staff
 - b) Boy Scouts and Girl Scouts

- c) Non-profit sports teams and community athletic associations
- d) Public hearings and/or public forums of tax-supported political subdivisions that are at least partially located within the Haywood County School District.
- e) Community-based groups, including sectarian and political

III. For-profit, non-district administered activities with paid workers or staff (both athletic and non-athletic)

- a) No use of equipment shall be granted without prior approval from the superintendent. Equipment usage is subject to policy restrictions (see policy CR-7).
- b) If district personnel are required to be present, personnel rates will also apply.
- c) If an admission or registration/enrollment fee will be collected by the user group requesting the use of district facilities, the user group must report these fees in the application.
- d) District employees requesting use of school facilities for non-district administered activities, whether acting as an individual or part of a group, are subject to the guidelines and associated fees for the type of use being requested.
- e) Upon final approval of the application, an invoice will be forwarded to the organization/individual responsible for payment. The invoice must be paid in full two weeks prior to activity start date or usage will be cancelled. Groups delinquent in payment for use of facilities may not be approved for subsequent use of school facilities.
- f) Cancellations by the user group can be made by contacting the Superintendent or designee. A full refund will be given if cancellation is made more than two weeks prior to the facility use. A refund minus 20% cancellation fee will be given if cancellation is made less than two weeks prior to the facility use. No refund will be given if cancellation is less than one week prior to facility use.

3. Collection of rental fees, utility fees, and supervisory/custodial cost

The superintendent or designee will deposit the fees and cost collected from the users into a facilities use account. Custodial and supervisory cost will be paid to HCS. Rental and utility fees collected will be split between HCS (60%) and the schools where the use occurred (40%).