

CCSD Administrative Guidelines Regarding Facility Use

Pursuant to the School Board's Use of School Facilities Policy (KG), these administrative guidelines are to be utilized by CCSD staff in policy application:

Facilities/Equipment Use and Care

Board Policy, Community Use of System Facilities, Descriptor code: KG, Effective 07.22.15, will be the governing authority. A copy of this policy will be provided to all facility use applicants. The principal or his/her designee must meet with the applicant and review the terms of the Facility Use Application/Agreement and/or Special Lease Agreement, obtain the required documentation as outlined in the Agreements, and send copies of the Agreements and other required documentation to the appropriate department.

The supervision and care of facilities are part of the overall safety plan and responsibility of the principal, as well as the administration. Supervision must be provided anytime students are in school facilities. The principal or his/her designee will coordinate all use of facilities. No keys will be loaned or duplicated except with permission of the principal and Division of Support Services. No student manager will have keys assigned to him/her.

Facility Use Application Requirements

Prior to use of a facility, all facility use applicants are required to complete and agree to the terms of a CCSD Facility Use Application/Agreement. The principal/work location supervisor must approve the Application/Agreement prior to use of the facility. The principal/work location supervisor has the authority to approve or deny any request.

Special Lease Agreement Requirements

In addition, prior to use of a facility, the completion of a Facility Use Application/Agreement, all Lessees of School District Facilities are required to complete a District Special Lease Agreement. The principal or facility supervisor must recommend to the Superintendent for consideration of approval by the School Board prior to use of the facility. Submission for approval must be made prior to the deadline for items to be placed on the Agenda for the next Board of Education Meeting and before the event date.

Lessees include the following users of facilities:

- For-profit summer camps, summer recreational leagues and/or any activities where CCSD employees are compensated,
- Or**
- Users applying for extended use of school facilities that are required to pay rental fees. Extended use is defined as an event involving four or more consecutive days or for recurring activities.

For participants in athletic and/or camp related events, Lessees of school district facilities are required to maintain insurance information to include the following:

- Parent/guardian agrees to cover athletes under personal health or accident insurance policy and provides proof of insurance (copy of current insurance identification card,)
- Or**
- The user will require each participant to purchase accident insurance coverage during the event.

Release of Liability/Insurance Requirement

By execution of the Facility Use Application/Agreement, users of School District facilities agree to indemnify and hold harmless the CCSD, and any persons whose property may be within said building, for loss or damage to such property caused by any person or persons attending said meeting; or for any damage or injury or other loss, including attorney's fees and expenses of litigation, arising out of the use of facilities.

All users must provide a **Certificate of Insurance**, in an amount of not less than \$1 Million aggregate single limit coverage, naming CCSD as an additional insured on a general liability insurance policy. Additional insurance limits may be required as determined by School District personnel based upon a review of the Facility Use Application and Agreement.

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The Cherokee County School District differentiates uses of facilities into the following categories based upon the potential use of district facilities, as well as, the purpose of the group making use of the facilities.

Eligible Organizations (By Category):

Community or Child Oriented Organizations

- **Adult Groups**

Adult Groups defined below will not be required to pay a rental fee for their use of System Facilities. They may be required to pay supervision, security, utility and custodial fees as described in the School District's Fee Schedule.

- Adult Group System sponsored activities such as wellness programs and employee organizations.
- Uses by Cherokee County municipal and governmental agencies, such as the Board of Elections, law enforcement agencies, fire and public safety agencies, Cherokee County Emergency Management Agency, etc.
- Any organization wishing to use System Facilities for the purpose of sponsoring a forum for political candidates in which all candidates are given an equal opportunity to speak or present their views on issues.

- **School-Allied Organizations**

School-allied users may be exempted from usage fees, insurance requirements, utility charges, and other fees associated with such use. Due to the Fair Labor Standards Act, labor charges may not be waived when School District employees are required to work overtime in order to prepare facilities for use or to act in a custodial manner during or after facility use. Organizations may apply for school-allied exemption status through the Office of Public Information, Communications and Partnerships for approval by the Superintendent of Schools. School-allied exemption will be considered for the following groups:

- PTA or PTSA;
- School Booster Clubs;
- Volunteer organizations or foundations established for the purpose of assisting school districts and recognized as tax-exempt under Internal Revenue Code Section 501 (c)(3), or similar foundations, which have applied for such recognition;
- School councils;
- Volunteer, no-fee student tutorial organizations; and,
- Third party providers contracted with the School District to provide afterschool programs.

- **Children Groups**

Children Groups defined below will not be required to pay a rental fee for their use of System Facilities. They may be required to pay a supervision, security, utility and custodial fees as described in the School District's Fee Schedule.

- Character building, recreational and educational groups of school-age Cherokee County children such as Boy Scouts, Girl Scouts and recreation associations.
- Recreational summer camps or training camps in which the children are charged a fee are not exempted from the rental fee requirement.

Community Non-Profit Groups

The below user will be required to pay a rental fee, unless waived by District Partnership Agreement, as well as a supervision, security, utility and custodial fee.

- Cherokee County non-profit community organizations; including, but not limited to family gatherings, wedding showers or receptions; benefit programs, which directly benefit a
- Cherokee County resident; or residents and recreational summer or training camps.

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Community Sponsored Activity Groups

All activities not sponsored by the school or school-based organizations will be considered a community-sponsored activity.

- The School District is not liable for these activities.
- Groups sponsoring these activities must comply with the Facilities Use Guidelines and any required lease agreements that will include insurance coverage required by the facilities use contract.
- All financial accountability, including collecting and disbursement of monies, must be handled independently of the School District, school, booster club, and/or group representing the school.

Other General Facility Use Groups

The below user will be required to pay a rental fee as well as a supervision, utility, security and custodial fee.

- All reasonable uses of System facilities not previously identified above.

Facility Use Fee Schedule Explanation of Charges:

Rental Fees

- Each facility is rented on an hourly basis for a minimum of two hours.
- Each facility has an hourly rental rate based upon utilization of the building.
- Rent is assessed at \$10/sq. ft. per annum calculated to a daily rate for all areas and averaged for all CCSD facilities (Auditoriums are assessed at \$12.50/sq. ft.).
- Total area square feet will include the entire sq. ft. for a stand-alone structure, which includes the defined area of use and any connecting hallways/corridors.

Utility Fee

- Electrical;
- Gas;
- Water;
- Sewerage; and
- Furniture, fixtures and equipment increased operational/repair costs.

Custodial Fee

- The rate will be determined by group designation. For all CCSD schools and affiliated groups, the custodial overtime rate will be \$18 per hour and for all Private/Third Party groups, the rate will be \$28 per hour.
- CCSD Affiliated Groups include, but are not limited to: CCSD Schools, PTA, Jr. Programs, Cherokee County Government Entities, and Organizations with CCSD Partnership Agreements. Private/Third Party groups include, but are not limited to: Churches, Dance Companies, and HOA's, etc.
- Custodial Overtime Request forms are required to be submitted with the Facility Use documents.
- Restroom supplies: soap, paper towels, toilet paper, trash bag, etc.

Security Fee

- CCSD Police Officer salary and equipment costs for unlocking/locking facility.

Supervisory Fee

- Salary costs for school system administrator supervision (not custodian).

Gym/Field Maintenance Fee

- Additional costs for gym floor refinishing due to increased use;
- Additional cost for field refurbishing due to increased use.

Collection and Transmittal of Fees

- Principals/work location supervisors are responsible for collecting all fees reflected in and required pursuant to this policy.
- The principal/work location supervisor will forward all such fees to the Division of Support Services for recording.
- The Division of Support Services will forward funds to the Division of Financial Management for processing.

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- The Chief Financial Officer will account for all fees in this regard and will ensure that all related expenses (e.g., rent, utility, supervisory, security, custodial, gym/field maintenance, etc.) are paid and reflected in appropriate school and District budget accounts.

Miscellaneous

- For-profit sports summer camps, summer recreational leagues and any other activities where CCSD employees are compensated require a Special Lease Agreement recommended by the Superintendent and approved in advance by the Board of Education.
- Community Use of School District facilities is on a first-come, first-served basis.
- The School District does not rent laboratories (computer, science, automotive, etc.) unless specifically designated in written, systemic partnership agreements recommended by the Superintendent and approved in advance by the School Board.
- The School District does not rent kitchen/serving areas, or art/music/band/chorus rooms of any school.
- Events or activities should end no later than 9:00 p.m. on school nights.
- Signage created by School District Facility Users must not be placed on School District property until the day prior to utilization of the facility and must be removed immediately after each use.
- Signage, billboards and other communications relative to events held by users at School District facilities must not imply a permanent, exclusive relationship between the organization and the School District. (Signage for these purposes requires prior approval of the principal/work location supervisor).
- No permanent signage may be erected by a School District Facility User.

Special Use Determination

Some community activities and events are not compatible with the utilization of public school building, facilities and/or grounds:

- Animal shows and exhibits;
- For-profit bingo, except PTA sponsored activities that are consistent with state law;
- Direct selling of products and services on school premises, except PTA-sponsored activities;
- Overnight lodging activities;
- Activities or events with inherently high risk of bodily injury or property damage to facilities and/or participants and/or spectators or increased CCSD exposure to other related losses or expenses;
- Private sector tutoring, therapy and/or private school classes;
- Motorized vehicle/bicycle rallies and races; and,
- Any other activity deemed by School District to not be compatible with the utilization of public school buildings, facilities and/or grounds.

***Approved August 1, 2018**