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USE OF FACILITIES AND EQUIPMENT

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As a service to the community, the board may allow the use of public school property and equipment by organizations, institutions, and businesses for such educational, recreational, social, civic, philanthropic, and like purposes as the board deems in the best interest of the community.

Permission to use facilities and/or equipment for school-related, non-school sponsored and non-school related activities may be granted in accordance with the provisions of this policy by the Director of Facilities Management, the superintendent or his/her designee when such use will not interfere in any way with the regular programs and activities of the schools. The Director of Facilities Management and the superintendent or his/her designee are hereby granted the authority to enter into Contracts for Use of Facilities and Equipment in connection therewith. The board shall establish fees for the use of the facilities and equipment for non-school sponsored and non-school related activities and such fees shall be charged in accordance with the board's fee schedule. The Superintendent may establish Administrative Procedures to govern rules and regulations relating to the use of facilities and equipment.

I. Definitions: The following definitions shall apply within this policy:

A. **School-sponsored activities**: The following activities are declared to be school-sponsored activities:

1. curriculum-related activities and events that directly relate to the school curriculum and instruction and are approved by the principal;
2. meetings, games and practices for school athletic teams, including but not limited to, cheerleading, football, basketball, soccer, track, baseball, softball, wrestling, tennis, lacrosse, swimming or other sports sanctioned by the board;
3. meetings, activities, training sessions, and professional development sessions for employees;
4. school concerts;
5. school plays and productions;
6. school award ceremonies and graduations;
7. approved school field trips;
8. approved student club meetings and activities;
9. school or club fundraisers approved by the board as set forth in board policy 4.6000 Student Fund Raising and administrative procedure 4.6000 Student Fund Raising Activities and meetings and activities related to the same;
10. approved school-sponsored sports camps and summer camps;
11. before and after-school child care programs approved by the board of education;
12. parent meetings with school administrators or teachers;
13. school improvement team meetings and activities;
14. building leadership team meetings;
15. student testing sessions;
16. meetings or activities called by the superintendent, assistant superintendents, directors and coordinators; and

17. any other approved student activities.

Except for the activities specified above, in order to qualify as a school-sponsored activity, the activity or event must be approved by the principal and the Director of Facilities Management as a school-sponsored activity.

- B. **School-related activities:** The following are declared to be school-related activities: meetings, activities, fundraisers or events that are held or conducted by associations or organizations whose sole purpose is to support a school, its students or its employees, including but not limited to, parent-teacher associations and organizations, booster clubs, employee associations, the North Carolina Department of Public Instruction, the State Board of Education and the North Carolina High School Athletic Association.
- C. **Lessee:** is defined as the individual, organization, group or entity who requests to use the facility and/or equipment for a non-school sponsored ~~and~~ or non-school-related event and who signs the Application and Contract for Use of Facilities and/or Equipment.
- D. **Site Supervisor:** Any person approved and trained by the Director of Facilities Management, superintendent or his/her designee to attend and monitor the use of school facilities and equipment.

II. General

A. School-Sponsored Events

The principal or his/her designee of each school may use facilities and equipment for the school-sponsored activities and events at his/her school in his/her discretion. The principal or his/her designee shall calendar school-sponsored activities and events at his/her school on a calendar provided by the Director of Facilities Management, the superintendent or his/her designee as soon as practical after the school-sponsored event is planned. School facilities and/or equipment may be made available by the Director of Facilities Management or the superintendent or his/her designee on a first-come, first-served basis for use by other schools within the system for school-sponsored events provided the school employee requesting use for a school-sponsored event signs a Reservation for Use of Facilities and/or Equipment.

B. School-Related Events

School facilities and/or equipment may be made available by the Director of Facilities Management, the superintendent or his/her designee for use by associations and organizations whose sole purpose is to support a school, its students or its employees, including but not limited to, parent-teacher associations and organizations, booster clubs, ~~and~~ employee associations, the North Carolina Department of Public Instruction, the State Board of Education and the North Carolina High School Athletic Association as provided herein. School facilities and/or equipment may be made available by the Director of Facilities Management, the superintendent or his/her designee on a first-come, first-served basis for school related events provided the requested school-related use does not interfere with the normal operations, activities or programs of the school and the association or organization requesting use for a school-sponsored event signs a Reservation for Use of Facilities and/or Equipment. The Director of Facilities Management, superintendent or his/her designee shall require such associations or organizations to provide an Assumption and Release of Liability and/or a Certificate of Liability insurance, in his/her discretion, ~~and/or~~ pay for custodial fees, Site Supervisor fees, or law enforcement as set forth on the Fee Schedule adopted by the board as is deemed necessary by the Director of Facilities Management, the superintendent or his/her designee.

C. Non-School Sponsored and Non-School Related Events

1. Use of Facilities for Certain Political Meetings

Pursuant to N.C.G.S. §115C-527 and §163-99, the board, by and through its Director of Facilities Management or the superintendent or his/her designee, is authorized and directed to permit the use of its facilities without charge, except for custodial fees and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of holding annual or biennial precinct meetings and county and district conventions, provided that the use of such facilities by political parties shall not be permitted at times when school is in session or when such use would interfere with normal school activities or functions normally carried on in such school facility and such use shall be subject to reasonable rules and regulations of the board.

2. Use of Facilities for Precincts and Voting Places

Pursuant to N.C.G.S. §163-129, the board, by and through its Director of Facilities Management or the superintendent or his/her designees, is authorized and directed to permit the use of its facilities by the Catawba County Board of Elections for registration and voting.

3. Other Non-School Sponsored and Non-School Related Events

A. Use of Fitness Rooms by School Employees

The principal of a school may, in his/her discretion, allow employees of the school system, the employee's spouse and children to use the school's fitness rooms provided the use does not interfere with the normal operations, activities or programs of the school, the employee is present at all times with his/her spouse and children and the employee signs an Assumption of Risk and Release of Liability.

B. Use of Outdoor Fields and Tracks by Employees

The Director of Facilities Management, the superintendent or his/her designee, may allow an employee to use outdoor fields and tracks under the following circumstances:

1. the employee is present at all times during the use;
2. the use by the employee does not occur during the school day and does not interfere with the normal operations, activities or programs of the school;
3. the employee signs an Assumption of Risk and Release of Liability and a Reservation for Use of Facilities;
4. the use is for practicing purposes only and not for games or contests;
5. the use is not for profit by the employee or any organization with which the employee is associated and does not involve fundraising; and
6. the employee pays for any electrical or lighting expenses to be incurred during such use in advance of the use.

C. Use of Facilities and/or Equipment for Activities and Events Held by County or City Government Officials, County or City law enforcement, Local fire Departments and Rescue Squads or Military Branches

The Director of Facilities Management, the superintendent or his/her designee, may allow county or city government officials, county or city law enforcement, local fire departments and rescue squads or military branches to use its facilities under the following circumstances”

1. the use does not occur during the school day and does not interfere with the normal operations, activities or programs of the school;
2. the person or organization requesting use signs an Assumption of Risk and Release of Liability and a Reservation for Use of Facilities;
3. the use is not for profit and does not involve fundraising;
4. the use does not involve endorsing a particular candidate for office; and
5. the person or organization requesting use pays for any fees for Site Supervisors, Audio-visual operators or custodians and law enforcement in advance of the event.

D. Use of Facilities and/or Equipment for Not-for-Profit Youth Recreation Meetings, Practices and Games Limited to Recreation Centers, Optimist Clubs, Girl Scouts, Boy Scouts and 4-H clubs;

1. the use serves children in the school district;
2. the use is limited to recreation centers, optimist clubs, girl scouts, boy scouts and 4-H Clubs;
3. the use does not occur during the school day and does not interfere with the normal operations, activities or programs of the school;
4. the person or organization requesting use signs an Assumption of Risk and Release of Liability and a Reservation for Use of Facilities;
5. the use is not for profit and does not involve fundraising;
6. the person or organization requesting use pays for any rental fees and any fees for Site Supervisors, Audio-visual operators or custodians and law enforcement in advance of the event.

Except as otherwise provided herein, no individual, organization, group or entity shall be entitled to use or lease any school facility for non-school sponsored and non-school related events at any time that interferes with the normal operations, activities or programs of the school or during any school day or work day as set forth on the official school calendar except during the hours of 6:00 p.m. through and including 11:00 p.m.

Except as otherwise provided herein and pursuant to N.C.G.S. §115C-524, the board, by and through its Director of Facilities Management or the superintendent or his/her designee, may enter into agreements permitting individuals, organizations, groups or entities to use school facilities and/or equipment, except for school buses, for non-school sponsored and non-school related events or activities only if:

- a. such use is consistent with the proper preservation and care of the facilities and equipment;

- b. such use does not violate federal, state or local laws;
 - c. such use does not violate board of education policies or regulations;
 - d. such use does not advocate violence;
 - e. such use does not damage or have the potential to damage school buildings, grounds or equipment;
 - f. such use will not interfere with the normal operations, activities or programs of the school, approved school and extra-curricular activities or school sponsored-activities associated with any school in the Catawba County Board of Education system;
 - g. such use will not be disruptive to the educational environment;
 - h. such use is in the best interest of the school and community;
 - i. an Application and Contract for Use of Facilities and/or Equipment is signed by the Director of Facilities Management or superintendent or his/her designee, and signed by the individual, organization or entity requesting use of the facilities and/or equipment and the person signing the Application and Contract is twenty-one (21) years of age or older; and
 - k. the individual, organization or entity requesting use of the of facilities and/or equipment and who signs the Application and Contract provides a certificate of liability insurance to the Catawba County Board of Education verifying that for the period covering the dates of the activity, the individual, organization or entity has general liability insurance in effect with minimum coverage of \$1,000,000 for injuries to one person, \$2,000,000 for injuries to more than one person in one accident and \$500,000 for damage to personal property and naming the Catawba County Board of Education as the Certificate Holder; and
 - l. the individual, organization or entity requesting use of the facilities and/or equipment pays all fees in advance of the activity or event as set forth in the Application and Contract for Use of Facilities and/or Equipment.
- D. Except during the effective period of an Application and Contract for Use of Facilities and/or Equipment in accordance herewith, school sponsored events and activities shall be given priority over all use of facilities and equipment within the system by non-school sponsored and non-school-related activities and events.

For non-school sponsored and non-school related events, all Applications and Contracts for Use of Facilities and/or Equipment, except for the Maiden High School Auditorium, must be signed at least ten (10) days and no more than sixty (60) days prior to the date of the scheduled event. For non-school sponsored and non-school related events being held in the Maiden High School Auditorium, all Applications and Contracts for Use of Facilities and/or Equipment must be signed at least ten (10) days and no more than twenty-one (21) days prior to the date of the scheduled event. This period is referred to as the effective period. All contracts for use of facilities and equipment shall be subject to cancellation in the event the facilities or equipment need to be used for any reason by the school system.

- E. The Maiden High School Auditorium shall not be made available for continuous use by any person, group, organization or entity.
- F. No lease or contract for use of facilities or equipment may be entered into for longer than one-year without board approval.

III. Rules and Procedures

- A. The following rules shall **apply at all times** to the use of facilities and/or equipment:
 - 1. No food or drink shall be allowed, used, consumed or possessed by anyone unless approved in advance by the Director of Facilities Management, superintendent or his/her designee, provided, however, no food or drink shall be allowed, used, consumed or possessed by anyone at any time in the Maiden High School Auditorium.
 - 2. The use or possession of open flames on Catawba County Board of Education property is prohibited.
 - 3. The possession of weapons on Catawba County Board of Education property is prohibited except as provided by the North Carolina General Statutes.
 - 4. The possession and/or use or consumption of alcoholic beverages, illegal drugs and controlled substances or any person being under the influence of alcohol, illegal drugs or a controlled substance on Catawba County Board of Education property is prohibited.
 - 5. The use of any tobacco product on Catawba County Board of Education property is prohibited.
 - 6. The use of profanity and the participation in or display of physical violence on Catawba County Board of Education property is prohibited.
 - 7. Fire marshal occupancy requirements relative to occupancy of any premises owned or operated by the Catawba County Board of Education shall be strictly followed at all times.
 - 8. Any activity or behavior on Catawba County Board of Education property that violates the policies of the Catawba County Board of Education, federal law or North Carolina law is prohibited.
 - 9. All persons are prohibited from using tape, nails, tacks or screws to attach items to floors, walls, ceilings, desks or other school property or to erect or post signs or advertisements unless specifically allowed in writing by the Director of Facilities Management or the principal of the school.
 - 10. All persons are prohibited from painting, wallpapering, marking or defacing any school property.
 - 11. Any person or entity reserving or leasing the facility is responsible for leaving the premises in a clean, neat and orderly manner.
 - 12. Any person violating the rules and procedures set forth herein, the policies of the Catawba County Board of Education, federal law or North Carolina law, engaging in disruptive behavior or failing to follow the directives of a Site Supervisor, the Director of Facilities Management or the superintendent or his/her designee may

be removed by the Site Supervisor, Director of Facilities Management, principal of the school, superintendent or his/her designee or law enforcement.

13. The use of any school kitchen equipment shall be supervised at all times by a cafeteria manager employed by the school system.
14. In the event damage to facilities, equipment or property owned or operated by Catawba County Board of Education is incurred as a result of the use of the facilities or equipment by anyone, the person or organization causing the damage shall be liable for and shall be assessed and charged with the amount of money that will cover the damage and repair to such property and related costs.

B. The following rules shall also apply to the use of facilities and/or equipment for **school-sponsored and school-related events**:

1. At the time any school-sponsored or school-related event or activity is established or planned, the principal of each school within the system shall schedule school-sponsored and school related events on a calendar designated by the Director of Facilities Management. The principal shall be responsible for ensuring that a Site Supervisor is present at all times during any school-sponsored and school-related activity.
2. With regard to the use of facilities or equipment by another school within the school system, the Director of Facilities Management, superintendent or his/her designee shall appoint a school administrator of the reserving school as Site Supervisor who shall be present during the entire reserved period. During the period of use, all persons in attendance at these activities or events shall at all times adhere to and abide by the directions of the Site Supervisor. During the period of use, the Site Supervisor shall ensure that all persons in attendance at these activities and events comply with the rules set forth herein, all Catawba County Board of Education policies, federal law and North Carolina law and shall have the authority to remove any person from Catawba County Board of Education premises for violation of the same. Furthermore, the Site Supervisor shall accept the responsibility of caring for the school facility and equipment, monitoring the conduct of their group while using the facility, confining the activities of the group only to the area specified in the reservation agreement, using equipment agreed upon in the reservation agreement, and leaving the premises at the time specified in the reservation agreement. The Site Supervisor shall immediately report any violations described above, discrepancies or problems to the Director of Facilities Management and the principal of the reserved facility.
2. A trained Audio-Visual Operator appointed by the Director of Facilities Management or the superintendent or his/her designee shall be the only persons allowed to operate the sound system, lighting system and projector during the reserved period.
3. The Director of Facilities Management and the superintendent or his/her designee, may require, in his/ her discretion, the use of metal detectors and searches with respect to any person accessing any premises owned or operated by the Catawba County Board of Education.
4. The Site Supervisor assigned to any event or function as permitted herein, shall at all times have the authority and the duty to remove, or request law enforcement to remove, any person from the premises owned or operated by Catawba County Board of Education for violation of State or Federal law, the

rules prescribed herein, any policy of the Catawba County Board of Education, engaging in disruptive behavior or for disregarding any directive of the Site Supervisor.

- C. The following rules shall apply to the use of facilities and/or equipment for events and activities that are **not school-sponsored or school-related**:
1. The Director of Facilities Management shall appoint a Site Supervisor who shall be present during the entire leased period. The fee for the Site Supervisor shall be paid by the lessee as set forth in the Application and Contract for Use of Facilities and/or Equipment. During the leased period, the lessee and all persons in attendance at these activities and events shall at all times adhere to and abide by the directions of the Site Supervisor. During the leased period, the Site Supervisor shall ensure that all persons in attendance at these activities and events comply with the rules set forth herein, all Catawba County Board of Education policies, federal law and North Carolina law and shall have the authority to remove any person from Catawba County Board of Education premises for violation of the same. Furthermore, the Site Supervisor shall accept the responsibility of caring for the school facility and equipment, monitoring the conduct of those persons or entities while using the facility, confining the activities of the group only to the area specified in the Contract, using equipment agreed upon in the Contract, and leaving the premises at the time specified in the Contract. The Site Supervisor shall immediately report any violations described above, discrepancies or problems to the Director of Facilities Management and the principal of the reserved facility.
 2. In the event Lessee requires the use of a sound system, lighting system or projector during the leased period, an Audio-Visual Operator shall be assigned by the Director of Facilities Management or superintendent or his/her designee. The fee for the Audio-Visual Operator shall be paid by the lessee as set forth in Application and Contract for Use of Facilities and/or Equipment. No other person shall be allowed to operate the sound system, lighting system or projector during the leased period.
 3. Lessee shall pay for the cost of any Custodian assigned to set up and take down leased furniture and equipment prior to and after the event and shall pay the cost of any Custodian assigned to clean up the facilities leased after the event as set forth in the Application and Contract for Use of Facilities and/or Equipment.
 4. All activities conducted or held at any school facility-pursuant to this policy must be under appropriate adult supervision by an adult who is twenty-one (21) years of age or older. The adult supervisor(s) must be in attendance at all times during the scheduled event or activity and shall serve as liaison to the Site Supervisor. The adult supervisor(s) shall accept the responsibility of caring for the school facility and equipment, monitoring the conduct of their group while using the facility, confining the activities of the group only to the area specified in the contract, using equipment agreed upon in the contract, and leaving the premises at the time specified in the contract.
 5. Police protection or security must be provided and paid for by the Lessee in the event it is deemed necessary by the Director of Facilities Management or the Superintendent or his/her designee. The Director of Facilities Management or the Superintendent or his/her designee shall determine the identity of and the number of officers necessary based upon the activity and anticipated number of participants and spectators. The fee for police protection or security shall be paid

by the lessee as set forth in Application and Contract for Use of Facilities and/or Equipment.

6. The Director of Facilities Management or superintendent or his/her designee shall have the right to determine the appropriate number of Catawba County Board of Education staff necessary to properly manage the activity/event. If additional Catawba County Board of Education staff are required to manage the activity, the lessee shall pay, in addition to other applicable fees, the cost for the additional Catawba County Board of Education staff as set forth in the Application and Contract for Use of Facilities and/ or Equipment.
7. Only school furniture leased from Catawba County Board of Education may be used by the lessee. The lessee shall not re-arrange furniture unless the lessee has specific written permission from the Director of Facilities Management or superintendent or his/her designee. In such event, the lessee shall be responsible for all costs in setting up and re-arranging any furniture and returning the furniture to its original configuration as set forth in the Application for Contract for Use of Facilities and/ or Equipment.
8. The Director of Facilities Management or superintendent or his/her designee may require, in his/her discretion, the use of metal detectors and searches with respect to any person accessing any premises owned or operated by Catawba County Board of Education.
9. The Site Supervisor assigned to any event or function as permitted herein, shall at all times have the authority and the duty to remove, or request law enforcement to remove, any person from the premises owned or operated by the Catawba County Board of Education for violation of State or Federal law, the rules prescribed herein, any policy of the Catawba County Board of Education, causing damage to the school system's property or equipment, engaging in disruptive behavior or for disregarding any directive of the Site Supervisor.
10. In the event damage to facilities, equipment or property owned or operated by Catawba County Board of Education is incurred as a result of the use of the facilities, or equipment by the lessee, the lessee shall be liable for and shall be assessed and charged with the amount of money that will cover the damage and repair to such property and related costs.
11. School-sponsored clubs or organizations shall have the first right of refusal to sell concessions at any non-school sponsored or non-school related activity or event.

IV. Responsibilities and Duties of the Director of Facilities Management

- A. The Director of Facilities Management shall at all times ensure that the procedures and requirements set forth herein are followed with respect to the use of the facilities and/or equipment, furniture and facilities used in conjunction therewith.
- B. The Director of Facilities Management shall contact the superintendent or his/her designee in the event any issues or problems arise relating to the use, reservation and/or lease of the facilities and/or equipment.
- C. The Director of Facilities Management shall at all times maintain a summary and calendar reflecting reservations or lease agreements of the facilities and equipment including the name of the reserving or leasing individual or entity, the facilities and equipment reserved or leased, dates and times of use, fees charged, fees collected, expenses paid to Site Supervisors, Custodians and Audio-Visual Operators and copies of

Applications and Contracts for Use of Facilities and/or Equipment and Certificates of Liability.

- D. The Director of Facilities Management shall ensure that the appropriate agreements are signed as required herein and that all fees required to be paid in advance are, in fact, paid in advance.
- E. The Director of Facilities Management shall immediately bill the leasing individual or entity for any fees not paid in advance and for any damage to property. All such bills shall be due upon receipt.
- F. The Director of Facilities Management, the superintendent or his/her designee may, in his/her discretion, prohibit persons or organizations from using the school system's facilities or equipment for school-related and non-school sponsored events in the following circumstances:
 - 1. State or Federal law, the rules prescribed herein or any policy of the Catawba County Board of Education is violated during the school-related or non-school sponsored event;
 - 2. Damage is caused to the school system's property or equipment during the school-related or non-school sponsored event;
 - 3. Disruptive behavior occurs during a school-related or non-school sponsored event;
 - 4. The directives of a Site Supervisor is disregarded during an school-related or non-school sponsored event; or
 - 5. A person or organization fails to pay any fees assessed for the use of school system facilities by the Director of Facilities Management, the superintendent or his/her designee, including fees for Site Supervisor's custodial fees and law enforcement fees.

V. Fees

- A. Except as otherwise provided herein, fees for the use and lease of facilities and/or equipment and services used in conjunction therewith shall be established by the Catawba County Board of Education and shall be set forth within the Application and Contract for Use of Facilities and/or Equipment. The Catawba County Board of Education shall establish a fee structure for use and lease of facilities and equipment and for fees for custodians, Site Supervisors, law enforcement, audio-visual operator, cafeteria manager and deposits for keys issued to approved Site Supervisors.
- B. The Director of Facilities Management may allow fees for non-school sponsored and non-school related activities to be waived in the event in-kind services are provided by the requesting person or organization dollar for dollar in the same value as the fees for the use of facilities and/or equipment the activities.
- C. All fees charged for the use of facilities and/or equipment, including custodial fees, Site Supervisor fees, Audio-visual fees, law enforcement fees and key deposits must be paid for in advance as determined by the Director of Facilities Management, superintendent or his/her designee and are non-refundable in the event the activity or event is cancelled.
- D. All fees charged for the use of facilities and/or equipment and services used in conjunction therewith shall be paid to the Catawba County Board of Education and shall be collected by the Director of Facilities Management and/or the Chief Financial Officer.
- E. Any employee who allows the use of facilities or equipment for non-school sponsored or non-school related purposes without scheduling the activity or event through the Director

of Facilities Management shall be responsible for paying for the use of the facility or equipment at the rates identified for all other non-school sponsored and non-school related activities.

- F. The superintendent or his/her designee shall have the right to waive facilities use fees in emergency situations to protect the health, well-being and safety of the community.