

FACILITY USE REQUEST FORM APPLICATION

Rules and Regulations for Facility Use

- 1) The regular school program has priority at all times.
- 2) Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.
- 3) Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
- 4) Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and closing the building. Custodial service fees must be paid to the school system bookkeeping department.
- 5) There will be no fee charged to school affiliated groups when the group is raising funds for the schools. Such groups include PTOs and booster organizations.
- 6) Civic organizations may use the facilities for regularly scheduled meetings by written agreement at no charge.
- 7) Churches may use school facilities with Board approval if the church building has been damaged or destroyed. Use may not exceed one year.
- 8) Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of the facility. To maintain the Board's non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.
- 9) Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.
- 10) With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

****PLEASE PRINT****

Date:	
Organization:	
Contact person:	
Address:	
Phone numbers:	Cell:
	Home:
Facility requested:	
Facility will be used for:	
Times the facility will be used from:	to
Charge for facility use:	
Signature of contact person:	
Principal signature:	
Superintendent/Designee signature:	

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-8-40](#), [36-25-5](#)

HISTORY:

POLICY ADOPTED: SEPTEMBER 20, 1999
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010
FORMERLY: EBH