

COMMUNITY USE OF SCHOOL AND DISTRICT FACILITIES

Code **KF**

Purpose: To establish the basic structure for community use of school facilities.

The board permits the temporary use of district facilities (when not being used for school purposes) by qualified individuals, organizations or groups of citizens in accordance with board rules and regulations.

Any group requesting use of district facilities must apply in writing on the appropriate form to the respective school principal/director. Requests will be approved by the principal/director and submitted to the office of finance at the district office for final approval.

The school principal/director and the office of finance will have the authority to either grant or refuse use of facilities provided the applicant meets the general qualifications as listed below.

- No alcoholic beverages will be sold, distributed or used on district property.
- Smoking is not permitted in any part of the buildings.
- Organizations that may be allowed to use school and district facilities are those that do the following:
 - Hold educational, religious, civic, social or recreational meetings and/or activities for such purposes as promoting the welfare of the community, provided such meetings are non-exclusive and open to the general public.
 - Use school facilities for polling places, for holding elections or for registration of voters.
- Organizations that will not be allowed to use school and district facilities are those that do the following:
 - Promulgate any theory or doctrine subversive to the laws of the United States or any political subdivision thereof or advocate governmental changes by violence.
 - Sponsor any activity that may result in damage to school facilities, grounds and/or equipment.
 - Have any purpose in conflict with school activities.
 - Promote fund-raising activities by commercial organizations not affiliated with the school or district. The board will not rent any building or part thereof to an individual or group for private or corporate gain, except when the activity is considered to be a desired part of the school curriculum or program. These activities will be sponsored by a parent organization or other school-related organization. (Exception: Richland Two Auditorium and district stadiums)
- Use of School Facility Application and Contract form [KF-E(3)] must be signed in quadruplicate on the district's form by the lessee, principal of school and the office of finance.
- All Use of School Facility Application and Contract forms will terminate on June 30th of each year. Contracts exceeding one year from the date of the original contract must be approved by the board.
- Payment for the initial use of any facility is required prior to final approval.

PAGE 2 - KF - COMMUNITY USE OF SCHOOL AND DISTRICT FACILITIES

- The school district is a recipient of federal funds through various projects. Federal legislation guidelines require that services be rendered to private and parochial schools that are in compliance with federal regulations when services are required.
- Failure to use leased facilities for the contracted purposes will jeopardize future leasing opportunities.
- Regular classroom space will not be available except for educational organizations.

Facilities fee schedule

- Rental of school facilities will be in accordance with the fee schedule approved by the board of trustees.
- The district will implement the attached fee schedule to cover operations and incidental expenses for organizations that use facilities. The fee schedule will be revised periodically.
- Fees for equipment such as lecterns, sound systems, AV equipment, projection screens, mechanical kitchen equipment, ice, etc. will have an extra charge. District equipment charges will be handled at the school site.
- The district will require organizations to have a custodian on the premises at all times the organization is using the facility and to pay him/her at the standard rate of \$25 an hour. Contracted janitorial services at some schools will provide the custodian to assist the organization renting the school facility. This fee will be determined by the school and the janitorial service. Organizations using the kitchen facilities must also employ a school cafeteria worker and pay him/her at the standard rate of \$25 an hour. This \$25 fee includes rate of pay and fringe benefits.
- Fees will not be charged for use of school facilities by parent-teacher organizations, booster clubs, school improvement councils, professional educational organizations, staff development programs arranged by Richland County School District Two or school facility use as polling places or for voter registration(Exception: Richland Two Auditorium and district stadiums).

Proper treatment of school facilities

- Should damage result from an organization's use of a facility, that organization must reimburse the school district for the actual cost for repair designated by the district.
- Organizations using school facilities will be made responsible for the proper conduct of all persons attending the event, for providing police protection which meets the principal's approval, for immediate restoration of school property in event of any damage, and for liability insurance covering all persons in attendance. Bonds may be required at the discretion of the superintendent. All such terms, including any fee, will be set forth and signed in a contract.
- The district will, under no circumstances, be liable for injuries sustained by any person or any property of the lessee.

Adopted 1/22/80; Revised 11/8/83, 5/23/95, 3/26/96, 3/11/03

Legal references:

A. S.C. Code 1976, as amended:

1. Sections 59-19-120 and 140 - Boards may allow use of a school property for other than normal school activity.