

POLICY

COMMUNITY USE OF SCHOOL FACILITIES

Code **KF** Issued **11/19**

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

Pursuant to its duly adopted policy, the board has approved the lawful use of school buildings and other district owned facilities by responsible community groups when such use is for public rather than private activities. The use of district facilities will be restricted to those times and conditions under which the planned activities will not interfere with or be detrimental to the district's instructional program and other educational activities.

Charges for the use of buildings and other facilities will, when required, be assessed according to a schedule of fees (KF-R2).

The following guidelines will be observed for the use of district facilities by responsible community groups.

GENERAL

The Operations Department or other designated officials will be responsible for maintaining contact with organizations which make applications to use school facilities. The principal or his/her designee (who may be a responsible custodial employee) must be on duty at all times when a school facility is being used by any group.

There must be at least one custodial employee who is familiar with and capable of operating mechanical and electrical systems on duty at all times when the building is in use. In all instances, sufficient custodial or grounds crew personnel must be on duty to provide adequate custodial care to restore the facility to proper condition before its next use. The determination as to the number of custodial or grounds crew personnel needed for a particular function will be made by the Operations Department or other school official who approved the application for use.

In the event the use of a school by an outside group involves the receipt and/or storage of supplies and/or equipment for the benefit of the outside group, this factor must be included as a part of the application.

Any group or organization using school property will exonerate the board, the individual members thereof, and any district officials or employees, fee and without harm, for any loss, damage, liability or expense that may arise during or be caused in any way by, such occupancy or use of school property. In the event district property will be recommended by the principal in consultation with the Operations Department. The using group will be assessed an amount which will cover the damage and related costs. The district advises any group using district

PAGE 2 – KF – COMMUNITY USE OF SCHOOL FACILITIES

facilities that the said group will, secure appropriate insurance coverage for the period of time that the facilities are being used.

When one or more of the following conditions exist, the Operations Department should confer with the district and school administration before making a final decision regarding the use of the facility. The Operations Department will deny the use of the building to any group under any of the following conditions.

- The using group's title is not clearly identified
- There is questionable use in terms of the guidelines within this policy
- When unsafe conditions exist which may lead to injury
- Adverse economic conditions
- When the use of the building or facilities will interfere with the school's educational program
- When the space applied for has already been committed to another group – except that the board or the superintendent may preempt use of any facility from other groups
- When the space applied for may not be used for the purposes requested as outlined in these regulations

Continued use of a school building by any group is contingent upon the group's taking proper steps to protect and to insure complete safety, the observance of fire and other safety ordinances and the payment of its expenses to the district. If a principal or district administrator feels that any group is misusing the facility, it is the duty of the principal to point out the misuse to the group so that through the cooperation of the group the misuse may be stopped. (It is required to point out the misuse in writing.) If continued misuses occur, the administration will report the violations (in writing) to the Operations Department who will investigate the complaint and determine whether the group should be prohibited from any further use of district facilities.

TYPES OF GROUPS AUTHORIZED TO USE DISTRICT OWNED FACILITIES

Type A groups

The following groups may use district owned facilities at no expense to the group for building services.

PAGE 3 – KF – COMMUNITY USE OF SCHOOL FACILITIES

- Orangeburg County School District Board Trustees as a Board in their official capacity.
- Committee appointed by the Board, the Superintendent or his/her representatives
- School sponsored groups (if no admission is charged)
- Groups meeting in emergency situations which effect (or conceivably could affect) the community's health or welfare
- All meetings (except fundraising activities) of district parent-teacher organizations; for purposes of this policy, groups which have different titles but perform similar functions as PTOs are included in this group
- Municipal, county, state and national elections, including primary elections

Type B groups

The following may be accommodated in district owned facilities at no rental expense to the group for building usage, except for custodial services.

- School sponsored activities (including parent-teacher organization sponsored activities) where admission is charged
- Community development and improvement groups
- City and county recreation sponsored educational and recreational programs which are approved by the superintendent
- Non-profit organizations which are not affiliated with the schools who operate recreational programs involving school-age children may be classified as Type B groups upon approval by the superintendent; organizations seeking classification must submit a written request to be so designated; the request should contain a detailed description of the purpose of the recreational program, its potential participants, etc.

Type C groups (recognized non-profit groups)

The following groups may use district owned facilities for an established fee for building usage and custodial services.

- Cultural, educational and recreational groups

PAGE 4 – KF – COMMUNITY USE OF SCHOOL FACILITIES

- Political organizations

Other groups

In the event organizations not listed in any classification above apply for the use of facilities, the Operations Department will determine proper classification.

APPLICATIONS AND FINANCIAL PROCEDURES RELATED TO USE OF FACILITIES

Applications and permits

All groups will submit a Building Rental Application and Contract for use of facilities to the Operations Department. Requests for the use district facilities should be completed and submitted to the Operations Department at least 21 days prior to, and not more than 90 days of, the date of the requested use.

Groups holding regular meetings throughout the year need file only one request at the beginning of each fiscal year. However, special events of such groups must be covered by separate requests whenever they occur.

Approved applications will be distributed by the Operations Department as follows.

- Original copy to the group or organization
- Copy to the principal
- Copy to the Operations Department

The approved contract will serve as the permit for use of school facilities and must be in possession at the time of the event.

The Operations Department must make any changes to contracts. No changes in the contract can be made by the school.

Payment for Services

- The using group or organization if applicable will make its cashiers' check, certified check or money order payable to Orangeburg County School District. The total amount due is payable 10 days prior to the event.

PAGE 5 – KF – COMMUNITY USE OF SCHOOL FACILITIES

- Payee on checks; in no case will cashiers' checks, certified checks or money orders be made payable to individuals. All cashiers' checks, certified checks or money orders will be made payable to Orangeburg County School District.
- The using group or organization will pay the district in accordance with the terms of the agreement between the group and the district.

Fee structure to user group

The schedule of fees and charges for use of school facilities supplied annually from the Operations Department will apply to user groups as outlined in "Types of groups authorized to use district owned facilities".

Pay rate to employees

- All district classified personnel engaged in after-normal work hours for use of facilities will be paid at the rate of time and one-half of their regular pay.
- Travel time will not be allowed.
- A minimum of four hours compensation will be guaranteed the employee who is required to return to work for after-school use of facilities.
- The principal or his/her designee will submit a timesheet to the Operations Department with the employee's time and the reason for such overtime in order that the employee will be compensated.

USE OF SPECIAL FACILITIES

Kitchens

No kitchen, including kitchen equipment, may be used by any user group unless the manager of that kitchen, or a person designated by the principal in concurrence with the coordinator of food and nutrition services, is present and on duty.

Use of kitchen facilities and/or equipment

Use must be coordinated with the Operations Department who will consult with the Food and Nutrition Services Division to ensure proper use of the facility.

PAGE 6 – KF – COMMUNITY USE OF SCHOOL FACILITIES

Rooms housing special equipment (cosmetology, culinary arts, garages, health science, etc.) will not be used.

Security

All events will be required to have security present at all events when using district facilities. Orangeburg County School District security will not work these events.

LIMITATION OF USE

The group using school facilities will conduct activities that are (1) orderly and lawful; (2) not of a nature to incite disorder; and (3) not restrictive by reason of race, color, sex, national origin, religion, age, equal pay, disability and genetic information. School buildings and grounds may be used for educational, civic, social, and recreational activities by approved non-profit groups of citizens or organizations within the district.

However, profit-making organizations may be permitted to use the school facilities for non-profit affairs for such purposes as athletic programs and fundraising activities for charitable purposes. Yard sales and fundraisers for user groups or individuals for profit will not be allowed.

Use of alcohol, drugs, and smoking are strictly forbidden in all school facilities and/or grounds.

Adopted 11/2019