

MUSCOGEE COUNTY SCHOOL DISTRICT
Columbus, Georgia

TO: Applicants Requesting Use of School Facilities

SUBJECT: Procedures for Requesting Use of a Facility

The Muscogee County Board of Education adopted a Revised Use of School Facilities Policy (DFG). In order to implement this policy, the following procedures will be followed in handling requests for use of Muscogee County School District facilities by outside agencies and organizations.

1. A Request for Use of Facilities Form (RUFF) must be completed and returned to the principal of the facility being requested for signature.
2. The building-principal shall review the RUFF and approve or disapprove as per the policy. If approved the RUFF is sent to the appropriate director and if approved the RUFF is sent to the Chief of Operations & Facilities for approval.
3. A Certificate of Liability Insurance **MUST** be included with the RUFF when submitting to the Operations & Facilities Division or Athletics. **Please see requirements for Certificate of Liability Insurance on page 6.**
4. All fees will be listed on the RUFF by the Chief of Operations & Facilities after reviewing the RUFF. The fees will be derived from Policy DFG-E (2) Rental Fees. Site-school personnel and appropriate directors will review plans for the event with the applicant and make arrangements for the event. See the RUFF for guidance.
5. All payments are due before the day of the event. Payments should be made to the Operations & Facilities Office or the Athletics Department (If using a gym, field, etc.).

If you have questions, please contact the building-principal or MCSD personnel with over-site of the school or facility for which you are interested in making application.

MCSD Documents related to RUFF

- Procedures for Requesting Use of Facility
- Board Policy Fees, Payments, and Rentals Descriptor Code: DFG
- Exhibit Descriptor Code: DFG-E(1) Schedule of Fees
- Exhibit Descriptor Code: DFG-E(2) Rental Fees



**MUSCOGEE COUNTY SCHOOL DISTRICT
COLUMBUS, GEORGIA**

REQUEST for USE of FACILITIES FORM (RUFF)

FACILITY REQUESTING USE OF _____ DATE SUBMITTED _____

ORGANIZATION * _____ CONTACT PERSON _____

PHONE _____ ALT. PHONE NO. _____

FAX NO. _____ E-MAIL _____

ACTIVITY/DESCRIPTION _____

DATE OF EVENT _____ TIME _____

PURPOSE OF ACTIVITY (Check below) **NUMBER OF PARTICIPANTS _____
(Certain activities are subject to MCSD Board approval and fees may be charged as appropriate per
MCSD School Board Policy DFG.)

____ School Affiliated (PTA, Booster Club, Partner in Education)

____ Youth Service (Scouts, 4-H, etc.)

____ Government sponsored (Recreational, Town Meeting)

____ Service Organization (Civic Organizations, etc.)

____ Fine Arts (Cultural, Theater, etc.)

____ Fund-Raising (Use of funds : _____)

____ Athletics: ____ Baseball Field ____ Softball Field ____ Football Field ____ Gym ____ Other

*If your team is part of the shared use agreement between MCSD and Columbus Parks & Rec., a copy of that Agreement for use must be attached to this form. Columbus Park & Rec. will provide that letter to your league president. Any group who is not a part of this Agreement is **required** to provide a Certificate of Insurance (see page 6) that names Muscogee Co. School District as an Additional Insured. Final approval for use of the facility will not be granted until this information is provided.

COMPLETE FOR ATHLETIC EVENTS

MCS D Site Supervisor of Event _____ Phone # _____

Activity Supervisor of Event _____ Phone # _____

SPECIAL USAGE REQUIRED	YES	NO
Concession Sales		
Locker Rooms (Men/Women)		
Ticket Sales Booth		
Use of Bleachers		
Tables (If yes, Number Needed)		
Chairs (If yes, Number Needed)		
Security Needed		
Basketball Goals		
P.A. System		
Floor Covering		
Other		

RENTAL FEE CLASS: I II III IV V

(DESCRIPTOR CODE: DFG-E (2) RENTAL FEES CAN BE FOUND ON PAGE 5 OF THIS FORM.)

FEE FOR FOUR HOURS OR LESS: \$_____ MORE THAN FOUR HOURS FEE: \$_____

ISSUED: March 4, 2016
MUSCOGEE COUNTY BOARD OF EDUCATION

Building Principal Approval (Required for School Site Request)

Date

Director of Athletics – Facility Approval

Date

Director of Arts and Humanities – Facility Approval

Date

Chief Operations and Facilities Officer Approval

Date

- For school site facilities, the requestor MUST contact the building principal.
- For District Athletic facilities, the requestor MUST contact the Director of Athletics (706-748-2595) and Plant Services (706-748-2861) for specific arrangements.
- ** Security must be provided for all events with 50 or more participants and spectators. The requestor MUST contact Security at 706-748-2860/2861 to make specific arrangements.

HOLD HARMLESS AGREEMENT

The user/use permit holder agrees to hold harmless the Muscogee County School District Board of Education for any injury or damages to the person or property of any person in the use of said premises, or incurred during user/use permit holder's use of said premises and to defend at user/use permit holder's expense any legal action which may be brought against the Muscogee County School District, the Muscogee Board of Education or its agents, officers, Board Members or employees for personal injury and/or property damage during the period of use.

I have read this Agreement, reviewed the MCSD Board Policy DFG (<https://eboard.eboardsolutions.com/ePolicy/Policy.aspx?Sch=4121&S=4121&PC=DFG&revNo=1.35&srch=dfg&ktype=>) governing the use of the facilities and accept the terms therein.

Authorized Signature of Requesting Group Representative

Date

REQUIREMENTS FOR CERTIFICATE OF INSURANCE

MUSCOGEE COUNTY SCHOOL DISTRICT

(Part A, D, E, F, & G relate to the RUFF)

A. COMPREHENSIVE GENERAL LIABILITY – Standard 1986 ISO (Insurance Services Office) Occurrence Form

1. Bodily Injury -- \$1,000,000 Each Occurrence

-- \$2,000,000 Aggregate

Property Damage -- \$1,000,000 Each Occurrence

-- \$2,000,000 Aggregate

Or

2. Bodily Injury/Property Damage -- \$2,000,000 CSL (Combined Single Limit) Each Occurrence/Aggregate

B. COMPREHENSIVE AUTOMOBILE LIABILITY – Including Owned, Non-Owned and Hired Vehicles

1. Bodily Injury/Property Damage --\$2,000,000 CSL per Accident

C. WORKERS' COMPENSATION

1. Georgia Statutory Coverage

2. Employer's Liability - \$1,000,000 Each Accident

- \$ 500,000 Disease Policy Limit

- \$ 100,000 Disease Each Employee

D. UMBRELLA/EXCESS (if appropriate) -- \$5,000,000 limit of liability each occurrence and aggregate

E. PROFESSIONAL LIABILITY (if appropriate) -- \$1,000,000 per person

Claims Made Form must have a minimum of 30 day Extended Reporting Period

F. **The Muscogee County School District must be shown as Additional Insured as respects liability.** Attach a copy of the policy Additional Insured endorsement or state on the certificate that the policy has been specifically endorsed to provide coverage, including Defense Cost Coverage for the school district as an Additional Insured.

G. All insurance carriers must be rated A or better in the **AMA Best Guide.**

Exhibit Descriptor Code: DFG~E (1)

Fees, Payments, and Rentals

SCHEDULE OF FEES

Fees and costs are established for the various categories of users. Rates for security, cafeteria workers, custodians and technicians are set at the prevailing rate and will be adjusted annually to reflect salary increases and employee benefits. When a cafeteria kitchen is in use, the manager or a designated assistant must be present. An estimated total expense will be available at the time of approval. Service costs will be reviewed periodically by the Chief of Finance, Chief of Operations and Facilities, Chief of Academics, Chief of Student Services, Director of Arts and Humanities, and Director of Athletics. Recommendations for changes are to be sent from this group to the Superintendent of Schools. It is strongly encouraged that all not-for-profit groups who request to use MCSD facilities be recognized as a 501 (c) (3).

CLASS I – Free

Use of school facilities may be granted to the following organizations or groups provided that Membership is composed of not less than 90% local residents and is open for participation by any local citizen.

1. School affiliated groups.

- a. Organized parent groups, teachers' associations, scholarship associations, school Committee, booster clubs, council of school associates, county or state school Performances, etc.
- b. Youth service.
(1) Boy Scouts, Girl Scouts, 4-H, Brownies, Officially recognized alumni groups, etc.
- c. Partners in Education – Site-based Partners or Partners At-Large (School Related Activities). The District regards Class I use to be an educational purpose or directly related to school activities and an integral part of the total school program.
- d. Community Groups composed of not less than 80% local residents whose main focus for using an MCSD facility, on a weekly, monthly or bi-monthly basis, is to support a site-school program/ department or support a district-wide program/department. These groups are not an official part of the MCSD, but raise awareness and give support to site-school programs/departments or district-wide programs/departments via special events and/or fundraisers. Proceeds from these special events and/or fundraisers are to be directed to the school district via the Chief of Finance and are to be placed into an account designed for the advertised site-school program/department or district-wide program/department with over site from the related director.
- e. These groups must: 1) complete the Request for Use of Facility Form (RUFF), 2) provide a certificate of insurance, and 3) have board approval for use on a permanent or long-term basis. The activities of these groups may not conflict with site-school activities or district-wide activities. Fees may apply when community group's use of facilities are outside of the academic school day or when the school is not open for school activities.

CLASS II – Service Costs Only

1. Civic, recreation or citizen associations.

a. Officially appointed groups of the municipal government, official county groups on a rotating basis with other county school systems municipally sponsored recreational programs, local citizen groups of 90% resident membership.

CLASS III – Service Costs plus Rental

Fees shall be charged for the use of school facilities by approved charitable, philanthropic, and cultural groups, service clubs, fine arts associations, theater groups, religious groups, 501 (c) (3)s and other organizations not operating for profit, devoted to community interest and child welfare. (See Schedule of Fees.)

CLASS IV – Service Costs plus Rental

Exhibit Descriptor Code: DFG~E (1)

Fees, Payments, and Rentals

These fees will be charged for the use of school facilities by organized for-profit groups within the community when such profit is used by the group for advancement of child welfare. (See Schedule of Fees.)

CLASS V – Service Costs plus Rental

These fees shall be charged for groups not within the community for non-profit, charitable, philanthropic, civic, or non-commercial, non-personal purposes. (See Schedule of Fees.)

Exhibit Descriptor Code: DFG~E (2)

Fees, Payments, and Rentals

RENTAL FEES – PAYMENT IS REQUIRED PRIOR TO THE EVENT.

CLASS I

No fee – for use Monday through Friday, after school hours, in groups not to exceed two hundred (200) participants. Must supply own supervision to restrict activity to permitted area and re-set facility for school use upon departure. Security must be provided for groups of fifty (50) or more. For groups over two hundred (200), fees will be assessed based on area in use and at a CLASS III level. Events exceeding four hours in length will be assessed fees at a CLASS IV level based on the areas in use. Saturday events (Sundays when permitted) will be assessed fees at a CLASS III level for up to four hour and for events exceeding four hours, fees will be assessed at a Class IV level based on the areas in use.

CLASS II

Service Costs Only – for use Monday through Friday, after school hours, and on weekends, in groups not to exceed two hundred (200) participants. Must supply own supervision to restrict activity to permitted area and re-set facility for school use upon departure. Security must be provided for groups of fifty (50) or more. For groups over two hundred (200), fees will be assessed based on area in use and at a CLASS III level. Events exceeding four hours in length will be assessed fees at a CLASS IV level based on the areas in use. Saturday events (Sundays when permitted) will be assessed fees at a CLASS III level for up to four hour and for events exceeding four hours, fees will be assessed at a Class IV level based on the areas in use.

CLASS III, CLASS IV, AND CLASS V event fees for Monday through Friday events which do not exceed four hours in length. Events exceeding four hours will be assessed double the listed amounts. Fees for Saturdays and Sundays will be doubled for Classes III, IV & V.

AREA	CLASS III	CLASS IV	CLASS V
Auditorium	\$100.00	\$300.00	\$200.00
Excluding the Auditoriums at Northside High School and G. W. Carver High School			
Fine Arts Classrooms	\$75.00	\$125.00	\$100.00
Cafeteria	\$100.00	\$300.00	\$200.00
Kitchen	\$100.00	\$200.00	\$150.00
Gymnasium	\$100.00	\$300.00	\$200.00
*Classroom	\$ 40.00	\$ 40.00	\$ 40.00
*Conference Room	\$ 20.00	\$ 20.00	\$ 20.00
Athletic Fields	\$ 75.00	\$150.00	\$100.00
Entire Building	\$250.00	\$500.00	\$375.00

Northside High School Auditorium and G. W. Carver High School Auditorium event fees for Monday through Friday events which do not exceed four hours in length. Events exceeding four hours will be assessed double the listed amounts. Saturday events (Sundays when permitted) will be assessed fees listed below for Saturday/Sunday for up to four hours and for events exceeding four hours, fees will be assessed at double the four hour rate for Saturday/Sunday. Additionally, these fees apply for Class I, II, III, IV, and V when using these auditoriums, unless the board waives these fees. MCSD technicians must be used for lighting, sound, and staging. The technician rate will be \$25.00 per hour. The technician rate will be in addition to the fee for use.

Northside High School and G. W. Carver High School Auditorium Fee (technician rate is in addition to this fee)

Monday through Friday	Saturday/Sunday
\$400.00	\$500.00

SERVICE COSTS:

Utilities, Security, and Cleaning/Supplies

Fees for Monday through Friday events which do not exceed four hours in length. Events exceeding four hours will be assessed double the listed amounts. Saturday events (Sundays when permitted) will be assessed fees listed below for Saturday/Sunday for up to four hours and for events exceeding four hours, fees will be assessed at double the four hour rate for Saturday/Sunday.

Monday through Friday and Saturday/Sunday

AREA	CLASS III		CLASS IV		CLASS V	
	M – F	S – S	M – F	S – S	M – F	S – S
Auditorium	\$150	\$175	\$150	\$175	\$150	\$175
Cafeteria	\$150	\$175	\$150	\$175	\$150	\$175
Gymnasium	\$150	\$175	\$150	\$175	\$150	\$175
Entire Building	\$500	\$600	\$500	\$600	\$500	\$600
Athletic Fields	\$150	\$175	\$150	\$175	\$150	\$175

Security must be provided for groups of fifty (50) or more. For groups over two hundred (200) additional fees will increase by 10% for each additional one hundred (100).