

MINUTES

The Campbell County Board of Education Building Committee met in session on Monday, May 21, 2012, at 5:30 p.m., at the Central Office conference room. The following board members were present: Rector Miller, Building Committee Chairman, Scott Hill, Josh Parker, David Lynch, Johnny Byrge and Homer Rutherford. Director of Schools Donnie Poston was present and Gail Parks kept the minutes.

Moment of silence was observed.

Call meeting to order.

I. Discuss Building Usage Policy.

Board member Miller stated the board has tried for several months to develop a policy that would be of benefit for the system. Director Poston stated he tried to keep the policy as basic as possible and easy for everyone to understand. Board member Miller asked if there were areas in the policy to provide security. Director Poston stated yes. Board member Parker asked if someone was hosting a 1 or 2 day event if they have to provide insurance. Director Poston stated yes. Board member Rutherford asked what category Valley View would be in. Director Poston stated category 4. Board member Miller stated he felt this was an excellent proposed policy.

Motion by Parker, second by Byrge to send policy to board for approval for 1st reading. All members approved.

Campbell County Department of Education
172 Valley Street; Jacksboro, TN 37757
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APPLICATION FOR SCHOOL FACILITIES USAGE

PHILOSOPHY STATEMENT: The Campbell County Board of Education supports a philosophy that encourages the use of school facilities for purposes directly related to the educational, civic, cultural, recreational and social life of the community. It recognizes that the primary purpose of school facilities is to implement their instructional and extra-curricular programs and that other usage shall not interfere with these programs. It is understood that the complete control of school buildings and equipment is, by law, vested in the Campbell County Board of Education, and the administration of the rules and regulations governing the buildings is delegated to the Director of Schools or his designee.

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GENERAL REGULATIONS OF FACILITY USAGE:

- A completed Application for School Facilities Usage form (and Certificate of Insurance, if applicable) must be submitted to the Campbell County Board of Education Central Office; 172 Valley Street; Jacksboro, TN 37766.
- It is suggested that all renters or group leaders requesting use of facilities obtain and review this policy in its entirety.
- There are certain restrictions upon the use of school property / buildings. The user is solely responsible for the fulfillment of the regulations some of which may include the following: State Department of Public Safety; State and Local Fire Laws; State and Local Police Laws; Internal Revenue Admission Laws; State Laws Relating to Rental of School Facilities.
- There is to be **NO SMOKING** in the buildings or on the grounds of Campbell County Schools
- Police coverage may be required for a particular activity. The applicant is responsible for making these arrangements and for payment of the same.
- The applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators.
- When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
- Alcoholic beverages and firearms are not allowed on any school premises.
- Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the renting organization or person. The renters will be billed for any repairs needed to restore the facility and/or equipment to its original state.
- * No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the Campbell County Buildings and Grounds Supervisor, the school system's Safety Director, or Technology Coordinator.
- In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes.

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- School kitchens are available only when proper lunchroom employees are employed (at an additional expense) to supervise and protect the interests of the Campbell County Schools except for functions sponsored by and directly benefiting the Campbell County Schools. Applicants must contact the Food Services Director to arrange for the specifics and receive an estimate of the costs.
- Access to facilities will be available only by the Principal, Custodian, and/or his designee. Keys will not be issued to the Lessee. Only those areas of the building or grounds being requested will be made available.
- * Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours.
- * The Principal and I or the Director of Schools reserve the right to cancel the use of the school facility at any time due to an emergency.
- * All activities will be cancelled when school is closed due to inclement weather.

INSURANCE COVERAGE:

- The group I organization I lessee shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of Tennessee or otherwise acceptable to the School Department. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusions.
- A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must be delivered to the Campbell County Department of Education Central Office for review prior to the date of the activity.
- In addition, evidence of automobile liability and employers' liability (Workers Compensation) insurance coverage is similarly required to the extent applicable by nature of the activity.

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CLEAN-UP:

- Neither the School Department nor its custodian on duty assumes any responsibility for liability.
- All decorations, furniture, trash and other materials used shall be removed immediately by the renter after the completion of the function. All decorations **MUST** be fire resistant. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Supervisor of Maintenance and Buildings.
- The Campbell County School System will not be responsible for any material left behind. It will not be saved and the renting organization will be charged for its removal.

CATEGORY AND FEE STRUCTURE:

- CATEGORY 1 PreK-12 ACTIVITIES PreK-12 Program Activities are those which directly relate to regular or extracurricular events. These include but not limited to music performances, plays athletic events, parent orientation meetings, honor societies, award banquets, etc. FEE STRUCTURE FOR CATEGORY 1: No rental charges will be assessed for activities and performances which are considered part of the regular or extracurricular PreK-12 Program.
- CATEGORY 2 COMMUNITY EDUCATION PROGRAMS I SCHOOL SUPPORT GROUPS Community Education programs solely or jointly administered by the Board of Education will be granted a second priority for available school district space and facilities. School-related support groups include but are not limited to: Parent-Teacher Associations, Parent Advisory Groups, Band Boosters, Sports Booster, Special Olympics, school mentoring programs.

FEES FOR CATEGORY 2: For use during school scheduled hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required to work beyond their normal work schedule. All custodial overtime must receive prior approval from the Director of Schools.

CATEGORY 3: COMMUNITY NON-PROFIT GROUPS Community non-profit groups are defined as governmental agencies, church groups or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers.

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Examples of Category 3 users include but not limited to are: Jaycees, Kiwanis, Rotary, Exchange, Lions Club, Chamber of Commerce, Community Theatre, Friends of Parks or Libraries, 4-H Groups, Cancer Society, Churches, etc.

FEES FOR CATEGORY 3: DURING SCHEDULED SCHOOL HOURS OF OPERATION, RENTAL CHARGES WILL NOT BE ASSESSED. The overtime cost for labor shall apply and will be charged to the user group when custodial personnel are required beyond their normal work schedule. In addition to the Category 3 rental fees, non-school related athletic and community events for which ticket sales and admission fees are charged or a concession is run, a donation will also be made to improve the school facility being used. The fixed rate of 40% of gross receipts will be assessed. The school has the right to receive and / or examine all documents related to receipts of all funds.

CATEGORY 4: PRIVATE CITIZEN USE/NON-PROFIT GROUPS Private

Citizen Use / Non-Profit Groups are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, Cultural, religious or charitable goals. This category includes, but is not limited to: private citizens on behalf of their non-profit organization who charge a fee for profit. This group includes adult athletic clubs, YMCA, recreational users with restricted membership, neighborhood associations, political candidates or political party meetings when their programs are not open to the public free of charge. These groups will be assigned fourth priority of available space.

FEES FOR CATEGORY 4: Category 4 users will be charged \$40 per hour for each major area of the facility that is being used (Ex: gym will be \$40 per hour; cafeteria, \$40 per hour; library, \$40 per hour). The fee cannot exceed \$200 in a single day.

CATEGORY 5: COMMERCIAL USERS Commercial users are defined as private businesses for profit, vendors or entrepreneurs. Commercial users are discouraged from application for PreK-12 facility use. Applications for use of facilities will be reviewed by the Director of Schools or his designee. Approval of all applications in Category 5 will be based upon the following criteria: benefits to the school district and the community; educational contribution; potential wear and tear of school facilities; appropriateness of the activity; relationship of the activity to the state mission of the school district.

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FEES FOR CATEGORY 5; Category 5 users will be charged \$60 per hour, not to exceed \$300 in a single day.

**CAMPBELL COUNTY SCHOOLS
REQUEST FOR USE OF SCHOOL FACILITIES**

Name of Group/Individual/Lessee _____

Date(s) for Use _____

School Name _____

Section(s) of Building/Grounds _____

Purpose of Use _____

PROPER LIABILITY INSURANCE IS REQUIRED OF ALL GROUPS GIVEN APPROVAL TO USE SCHOOL FACILITIES, EXCEPT WHERE COVERAGE IS ALREADY PROVIDED BY THE BOARD OF EDUCATION. SUBMIT LIABILITY CERTIFICATE WITH APPLICATION.

HOLD HARMLESS CLAUSE I AGREEMENT

_____ hereby releases the Campbell County Board of Education from any and all liability arising from the use and occupancy of the school facility based upon negligence, premises liability or any actual or alleged violation of local, state, or federal law. The lessee/organization shall also hold the Campbell County Board of Education harmless for any claims made against the Campbell County Board of Education arising from the use and occupancy of the school facility by a member, person in attendance or any third party. The lessee/organization shall further defend and Indemnify the Campbell County Board of Education for any claim made against the Campbell County Board of Education arising from the use and occupancy of the school facility based upon negligence, premises liability or any actual or alleged violation of local, state or federal law.

The lessee/organization agrees to be responsible for the proper use of the school building or section of the building indicated above and agrees to pay for any damages. The lessee also agrees to pay the Board if there are any rental fees.

The lessee agrees to read, respect, and enforce the attached rules and regulations.

II. Discuss Jellico Elementary School football concession stand.

Board member Miller stated this item was placed on the agenda as per request of board member Collins. Board member Miller stated when the project was approved patrons would walk down to restrooms and concession stand. LaFollette Middle School has waited over a year on new restroom facilities. Board member Parker made a recommendation to table the item until cost estimates could be provided to the board.

III. Discuss Jacksboro Elementary School request.

Board member Miller stated Jacksboro Elementary was in need of a new intercom and telephone system for Jacksboro Elementary School. Bleachers are of a safety concern at this time. A request for a new gym floor has been made. An estimate of cost is needed for these projects and a report will be given to the Building Committee.

IV. Recognize Mr. John Kemp.

Mr. John Kemp is the President and CEO of Earth-Right Energy. Mr. Kemp is a Roofing/Solar Specialist and presented a solar program to the committee. Mr. Kemp stated solar energy was the most cost effective method of reducing annual energy expense. Mr. Kemp discussed the possibility of entering into a power purchase agreement with the Board of Education. This would be over a 20 year period and they work closely with the local utility company. Board member Miller informed Mr. Kemp of an agreement the board has entered into with Trane. Board member Miller request Mr. Kemp to supply the Board of Education with names of other systems who are participating in this program.

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- V. Recognize Mr. Brad Carlson. Mr. Carlson was not present for the meeting.
- VI. Any new or old business.

Board member Byrge discussed a need for rock at East LaFollette for parking. The City of LaFollette has offered much needed assistance. Board member Miller request to Director Poston to check the status of payment owed to Ralph Davis.

Meeting Adjourned.

Rector Miller, Building Committee Chairman