

## DORCHESTER SCHOOL DISTRICT TWO USE OF DISTRICT FACILITIES GUIDELINES

- 1) **What are the steps for facility usage?** Organizations should complete KF-E(2), KF-E(3), Fee Schedule, and the Fee Waiver Request (if necessary) and submit to the school at least 15 business days prior to the first requested usage. The Principal or designee should review the application, availability of facility, and request any additional or clarifying information (such as staff for audio/visual/scoreboard). Once approved by the Principal, these documents should be submitted to Jenene Gourdine in Curriculum and Instruction for District Level approval. The requesting organization must submit the required insurance documentation and make payment prior to use.  
\*Please inform organizations that application approval is contingent upon the District Office Approval
- 2) **When should the application for facility usage be submitted?** Applications must be submitted to the school at least 15 days prior to the first date requested for facility usage. Applications should be forwarded to the District Office immediately, no less than 10 business days prior to the first date requested for facility usage.
- 3) **Which organizations qualify for a waiver of all fees?** State and Local Government Agencies using the facility for governmental purposes.
- 4) **Which organizations qualify for a reduced fee?** 501(c)(3), 501(c)(4), and other non-profit agencies which directly support or benefit Dorchester School District Two students.
- 5) **How is a reduced fee calculated?** A reduced fee shall be one-quarter (1/4) of the standard facility usage fee. The reduced fee shall only apply to the facility usage fee and not the after-hours fee or fees for staff required to assist with use of equipment.
- 6) **What is the process for waiver/reduced fee approval?** The organization will submit the application for facility usage and application for waiver/reduced fee to the school principal or designee. The school staff will complete the Facility Use Fee Schedule determining the anticipated facility usage fee and sign off on the applications. The applications will then be submitted to the District Office (Curriculum & Instruction, Jenene Gourdine) for approval. Once the application and waiver/reduced fee application is signed by both the school and district office staff, the organization can be notified of the final cost.
- 7) **What is the fee for audio/visual or other additional staff?** If audio/visual or additional staff are needed, the organization shall be charged \$40 per hour per person. This fee will not be waived/reduced. Organizations cannot provide their own members to run audio/visual or other equipment. This fee is in addition to the after-hours fee.
- 8) **How does the organization pay the required fees?** Once the application is approved, the District Office will return the application to the school. The school designee should contact the organization to confirm approval and notify the organization that insurance documentation and the fee should be provided directly to the District Office, Curriculum & Instruction (Jenene Gourdine).

***\*\*\*\*All facility usage fees must be paid to the District Office, they may not be diverted to any third party, including PTA or Booster Clubs.***

# **AR KF-R Community Use of School Facilities**

*Issued 7/22*

## **Eligibility**

The use of school buildings or school facilities, or part thereof, by organizations, firms, corporations, groups, clubs or associations is predicated upon the adherence to the rules and regulations as set forth by the board. In general, the subject matter of civic center meetings will pertain to the recreational, educational, political, economic, artistic or moral interests of the community.

## **Types of Use**

*Group I - District or school sponsored organizations*

*Group II - Public and community organizations*

## **Safety**

Use by an organization does not necessarily authorize the use of certain school district equipment or the use of any student body equipment. Arrangements for the supervision, operation and payment for the use of any special equipment made available will be made with the school administrator at the time an application is submitted.

No structures may be erected or assembled on school premises, nor any extraordinary electrical, mechanical or other equipment be brought thereon, unless special approval has been obtained from the school administrator and superintendent.

Any use of school facilities for non-school purposes will comply with all state and local fire, health and safety laws. Organizations or groups using a district facility will assume the responsibility to ensure that all such activities carried on, all equipment used or placed upon school premises, or distributed, will comply with applicable state and local fire, health and safety laws and regulations.

School facilities will not be available for any entertainment involving the use of animals of any type, kind or size, nor is straw or hay to be used in any activity unless approved by the superintendent in advance. This is due to conditions of sanitation and fire.

The superintendent reserves the right to require police and/or fire protection services at users' cost for any activity held at a district facility when such protection is deemed desirable.

No draperies, hangings, or curtains may be used.

## **General Regulations**

Groups may not monopolize the use of school facilities or interfere with the educational program of the school.

Intoxicants or narcotics will not be permitted, nor will profane language, quarreling, fighting or gambling be permitted.

Violations of any rule by any organization during occupancy will be sufficient cause for denying further use of district facilities to the organization.

Smoking/vaping is not permitted in school district facilities nor in or on school district property.

School equipment may not be used other than in school facilities, and then only in conjunction with the use of facilities.

School furniture or apparatus may not be moved or displaced by an applicant without permission from and under the supervision of the district employee in charge.

Juvenile organizations must have adequate adult sponsorship and supervision. Adequate supervision is considered to be not less than one adult per 20 children.

The group making application will be financially responsible in case of any loss or damage to school property as a result of its use.

Recreational and athletic facilities will not be available at any time that might interfere with the regular functions of the schools.

Under no circumstances will a room be used to accommodate a group in excess of the legal or specified maximum capacity for that room.

Gratuities will not be offered to or accepted by school district personnel.

Any use may be denied without previous notice when conflicting dates have resulted or where need of the facility for public school purposes has subsequently developed. For other causes, use may be denied at any time upon reasonable notice.

Organizations granted the use of school buildings or grounds may be permitted to use district equipment which requires an operator provided they agree to pay all costs, including labor, to which the district may be subjected by reason of such use.

School property must be protected from damage and mistreatment, and ordinary precautions must be maintained. Groups will be responsible for the condition in which the school facilities are left. Should school facilities or property be damaged or abused beyond normal wear, such damage will be paid for by the organization involved and will be sufficient cause for cancellation of future use(s).

Every group or organization using district facilities will hold the district, board and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

The group or organization will be responsible for providing a certificate of insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate listing the district as a certificate holder.

There will be an employee of the district in charge whose duties will include the opening and closing of buildings, the operation of mechanical and security systems, the enforcement of regulations and prevention of disturbances. This employee will remain on the premises through the entire event.

Keys to district facilities will not be provided to groups or organizations using district facilities, except with the specific approval of the superintendent.

Signs may be displayed no more than 24 hours prior to usage and must be approved by the principal prior to placement.

All normal charges for use of facilities are itemized in the district facility fee schedule. Such fees may be exceeded if additional cleanup or other services are required.

All debris must be disposed of properly and the school facilities restored to their previous condition of cleanliness.

No preparation of any type will be used on school floors by groups using the facility for dancing.

Use of buildings will not be permitted for religious purposes on a regular weekly or monthly basis, except in the following two cases.

- school clubs that are composed of students from the district
- churches and religious organizations temporarily unable to obtain suitable facilities

Use of district facilities will not be approved for longer than one school year, or so often during any year as to afford any organization a real or implied monopoly, except in cases where a separate contract or Memorandum of Understanding is signed by both parties. All applications for use of school facilities expire on June 30 of each school year and must be renegotiated as of July 1 for subsequent use.

All uses will be approved for specified rooms and for specific hours. It will be the responsibility of the organization to ensure that the unauthorized portions of the building are not used and that the premises are vacated as scheduled.

All parking of vehicles on district property must be in designated areas only and in such a manner that fire fighting equipment may have easy access to buildings and fire hydrants at all times.

Tennis courts will not be reserved for use by private groups or public entities, with the exception of the city parks and recreation departments.

### **Application for Use**

All applications from outside organizations or groups for the use of district facilities will be made on the official form, Facility Usage Agreement, KF-E(2), provided by the district and will be made at least 15 business days in advance of the first date requested at the facility desired. Late applications may be denied.

Any person applying for the use of school property on behalf of any group or organization will be a member of such applicant group and, unless he/she is an officer of such group, must present written authorization to represent the group.

The facility usage agreement completed by the applicant will be forwarded to the principal for preliminary denial or approval and determination of estimated fees and charges. The application will then be forwarded to the superintendent or his/her designee for review and approval or denial.

The superintendent or his/her designee will determine if the applicant is eligible to use facilities, if the charges are appropriate and whether insurance requirements have been or will be met. The insurance requirements will consist of the provision of a liability insurance policy in the minimum amount designated by the district. Such insurance coverage will be evidenced to the district in the form of a certificate of insurance and a copy of the endorsement of coverage. The following wording must appear on the certificate and the endorsement: "It is hereby understood and agreed that Dorchester School District Two, its officers, agents, employees and board members are added as additional named insured."

The superintendent or his/her designee will advise the applicant of approval/denial and the need for and nature of additional information, if needed. Upon approval, the applicant will be provided a fully approved copy of the application.

Full payment for the facility usage shall be made a minimum of five days prior to the first date of facility usage or other payment arrangement must be approved. Failure to make timely payment shall be cause

to terminate use of the facility. The person signing the facility usage agreement will be personally liable for all charges assessed pursuant to the use if the organization or group fails to pay in full the charges billed by the district within 30 days of each use.

If the scheduled use of facilities is altered or canceled, the principal must be notified by the responsible user 48 hours in advance to avoid financial obligation.

Upon receipt of any fee required for use of school facilities, the administrator in charge of processing the application will forward the check, money order or cash to the finance office for deposit and/or follow up in case only partial payment has been received. Fees received for facility usage will be deposited into the district level facility usage fund.

Issued 8/87; Revised 8/93, 2/28/00, 11/12/07, 7/25/22

## **Dorchester County School District Two**

---

## Policy KF Community Use of School Facilities

*Issued 7/22*

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes.
- Use of school facilities by the schools and by school related organizations takes precedence over all other uses.
- The board will not rent any building or part thereof to an individual or group for private or corporate gain.
- The use of a school building, facility or other school property for any non-school purpose must not interfere with the school program.
- A political party or the state election commission may conduct a primary or election, in a school facility based upon availability as determined by the board.
- With the exception of 501(c)(3) non-profit organizations, non-school groups may not use school facilities for money-raising events.
- City, county, and state government entities may use some facilities without charge upon approval of the principal and superintendent.

Organizations using school facilities are responsible for the proper conduct of all persons attending the event, for providing police protection if needed, for immediate restoration of school property in the event of any damage, and for all liabilities of all persons in attendance.

- The district will set forth all terms in a contract which an official representative of the organization must sign.
- The administration will set up a schedule of fees which takes into consideration the purpose of the event. Fees will be sufficient to cover operational expenses and a reasonable amount for overhead.
- When school facilities are used by non-school persons, a school employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility, except when a primary or election is conducted in a school facility.
- The administration may establish detailed administrative rules pertaining to public use of school facilities in keeping with the above policies. However, the board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- The board directs the administration to seek board approval prior to administrative action in any case of doubt.
- No alcoholic drinks will be sold, distributed or used on school property at any time by anyone.
- Other events that may be of service to our students may also qualify for a reduction or waiver of facility fees. The administration may set guidelines for such an activity as they deem necessary. Such reduction or waiver of fees will be determined by the superintendent or their designee. A use of the facilities fee waiver application must be submitted by the organization along with an application for facilities usage. Both forms must be approved by the superintendent or their designee prior to facility usage.

Adopted 2/00; Revised 11/12/07, 7/25/22

Legal References:

United States Code of Laws, as amended:

Boy Scouts of America Equal Access Act, 20 U.S.C.A. Section 7905.

S.C. Code of Laws, 1976, as amended:

Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.

Section 59-1-370 - Closing of educational institutions on general election day.

Section 59-19-90(7) - General powers and duties of school trustees.

Section 59-19-120 - Rules and regulations governing use of school buildings.

Section 59-19-125 - Leasing school property for particular purposes.

Federal Cases:

*Child Evangelism Fellowship of South Carolina v. Anderson School District Five*, 470 F.3d 1062 (4th Cir. 2006).

**Dorchester County School District Two**

---

## Dorchester School District Two Facility Fee Waiver Form

FOR OFFICE USE ONLY	
Waiver Approved: _____	Reduced Fee Approved: _____ (amount included)
Waiver NOT Approved: _____	
Name of School Approver: _____	Date: _____
Name of District Approver: _____	Date: _____

### General information:

Requesting Organization: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Organization Telephone Number: \_\_\_\_\_

Organization Email: \_\_\_\_\_

### Type of Organization:

501(c)(3): \_\_\_\_\_ 501(c)(4): \_\_\_\_\_ Government Agency: \_\_\_\_\_

Organization Providing Services for Students of DD2: \_\_\_\_\_

**Reason for Waiver Request** (Please indicate how your organization directly supports Dorchester School District Two Students):

---

---

---

I certify that all of the above statements are true and accurate to the best of my knowledge. I understand that false statements made on this application or any other to Dorchester School District Two may result in denial of facility usage privileges. I understand and agree that waiver of the facility usage fee does not constitute a waiver of the custodial/maintenance fees and other associated or required fees. I further understand that waiver of the facility usage fee does not constitute a waiver of any other rule, regulation, and policy regarding usage.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Dorchester County School District Two**



**DORCHESTER SCHOOL DISTRICT TWO USE OF DISTRICT FACILITIES FEE SCHEDULE**

<b>Type of Space</b>	<b>Fee per Hour</b>	<b>Number of Rooms</b>	<b>Number of Hours</b>	<b>Total Fee</b>
Classroom				
Choir, Band, Specialty Room				
Media Center				
Cafeteria/Multi-Purpose Room				
Gymnasium				
High School Auditorium				
Elementary Field/Outdoor Area				
MS/HS Field				
Stadium (without lights/scoreboard)				
Stadium (with lights/scoreboard)				
Miscellaneous Equipment (list items): _____ _____				
Additional Staff: _____ _____				
After-Hours Fee				
<b>TOTAL</b>				

**NOTE:** All events occurring/continuing beyond 7:00pm or on the weekends will be subject to an additional fee of \$40.00/hr for custodial, maintenance, and building supervision.

**FILE KF-E(1) Dorchester School District Two Use of District Facilities Fee Schedule**

Facility for Use	Rental Fee
A. Meeting space charges (per hour)	In USD
Classroom	12.00
Choir, band, or other specialty room	15.00
Media Center	15.00
Cafeteria (no kitchen)/Multi-purpose room	20.00
Gymnasium	22.00
High School Auditorium	50.00
Elementary Field/Outdoor Area	25.00
MS/HS Field	50.00
Stadium (w/o lights/scoreboard)	75.00
Stadium (with lights/scoreboard)	95.00

**NOTE:** All events occurring/continuing beyond 7:00pm or on the weekends will be subject to an additional fee of \$40.00/hr for custodial, maintenance, and building supervision.

**Dorchester County School District Two**

---