

Campbell County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 12/11/12
		Rescinds: 3.206	Issued: 02/14/02

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
 2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the
 3 Board.^{1,2,3}

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- 5 1. Requests for the use of school facilities shall be made at the office of the principal prior to the
- 6 date of use;
- 7 2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with
- 8 the schools shall be permitted use of school facilities without charge;
- 9 3. School facilities may not be used for private profit, except that unused facilities may be leased
- 10 for private day-care centers which provide educational and child care services to the community;²
- 11 4. All activities must be under adult supervision and approved by the building principal. In all cases,
- 12 an assigned school employee will be present. The group using the facilities will be responsible
- 13 for any damage to the building or equipment and must pay for custodial work after use;
- 14 5. Groups receiving permission for building use are restricted to the dates and hours approved and to
- 15 the building area and facilities specified, unless requested changes are approved by the principal;
- 16 6. Groups receiving permission for building use are responsible for the observance of all fire and
- 17 safety regulations at all times;
- 18 7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is
- 19 not permitted in school buildings;
- 20 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and
- 21 Civil Defense, and will make suitable facilities available without charge during community
- 22 emergencies;
- 23 9. When school kitchens are used, at least one member of the cafeteria staff must be present to
- 24 supervise the use of the equipment;
- 25 10. The Board will approve and periodically review a fee schedule for the use of school facilities by
- 26 community or civic organizations and other non-profit, recreational, religious, political or
- 27 philosophical groups.
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34 Legal References:

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- 36 1. TCA 49-50-201
- 37 2. TCA 49-2-203(b)(4)
- 38 3. *Lamb's Chapel v. Center Moriches Union Free School District*,
113 S. Ct. 2141 (1993)
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Cross References:

- Tobacco-Free Schools 1.803
 Care of School Property 6.311

**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 / AGREEMENT

LESSEE / ORGANIZATION 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.

The undersigned hereby certifies that he / she has legal authority to execute this agreement on behalf of himself / herself or the requesting organization or group.

SIGNATURE / DATE

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of Person Authorized / Responsible for Arrangements _____

Address and Phone Number of Authorized Representative _____
[STREET / P.O. BOX / APARTMENT NUMBER]

[CITY] [STATE] [ZIP]

[HOME PHONE #] [CELL PHONE #]

[SIGNATURE OF PRINCIPAL] [DATE]

[SIGNATURE OF DIRECTOR OF SCHOOLS] [DATE]

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

NAME OF GROUP/INDIVIDUAL REQUESTING USE: _____

AREA OF SCHOOL TO BE USED: GYM COMMONS AUDITORIUM FIELD
OTHER (SPECIFY) _____

DATE TO BE USED: _____ TIME: _____

PURPOSE OF USE: _____

AGREEMENT: _____ hereby agrees to be financially responsible for clean-up and securing the building by hiring a school janitor and paying him/her a pre-established rate of \$12 and hour or a flat fee of \$100, whichever is greater. It is also agreed that security will be paid a flat fee of \$50 per night. It is also agree to and understood that the Campbell County Board of Education and the school and its representatives are released from any and all liabilities associated with your use of the building/grounds. The user accepts responsibility for all damages resulting from his/her use of school facilities. In the use of the auditorium, lighting/sound equipment is not providing by the school.

SIGNATURE OF THE INDIVIDUAL REQUESTING USE OF FACILITY

DATE

COMPLETE ADDRESS

TELEPHONE#

FAX NUMBER

Approved fee for use of facilities. Set forth by the Campbell County Board of Education.

APPROVED DENIED

PRINCIPAL'S SIGNATURE / DATE

THE CAMPBELL COUNTY BOARD OF EDUCATION AND THE BUILDING PRINCIPAL, AS IT'S REPRESENTATIVE RESERVE THE RIGHT TO APPROVE OR REJECT REQUESTS FOR USE OF SCHOOL FACILITIES.