

USE OF FACILITIES

9.04*+

The principal may approve the use of school property, facilities, and equipment for any group provided herein. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The principal shall be responsible for safeguarding the school property, facilities, and equipment, enforcing and informing groups of School Board rules, administrative guidelines as contained in the *Facilities Handbook*, executing proper forms, and collecting payments.

- I. Use of School Property Without Charge - The principal may authorize the use of school facilities without charge, except as may be required for supervision or clean-up. If the principal is unsure about the eligibility of the organization to use facilities without charge, the matter shall be referred to the Superintendent for resolution. School facilities may be made available to:
 - A. National youth groups, e.g., scout groups operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
 - B. The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.
 - C. Any governmental or community agency when specifically approved by the School Board as being in the public interest.
- II. Use of Facilities With a Charge - The principal may permit the use of school facilities by a civic, religious, or community organization for nonschool activities on a specific, temporary, or short-term basis. The following conditions shall apply:
 - A. The payment of the fee shall be in accordance with section III. herein.
 - B. School Board approval, upon the principal's recommendation, shall be required for repetitious use for a period of more than six (6) months.
 - C. Sufficient supervision and adequate custodial service of the school facility shall be determined by the principal.

- D. The use of the cafeteria shall require written permission from the principal. If the kitchen is used, written permission shall also be obtained from the food service division. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.
 - E. Payment for custodial and other required services shall be made directly to the School District by the organization. These fees shall be in addition to the standard usage fee.
- III. Fees - Fees shall be charged for each hour of use of school facilities when an admission fee is charged or a financial profit is expected for the event or when the principal deems charges as appropriate. These fees do not include charges for custodial, supervisory, and other required services or for any damages to the facility, furnishings or equipment which an organization may be required to reimburse the District. Hourly fees shall be obtained from the approved charge list on file in the District office.
- IV. Payment of Required Fees - Fees as specified in section III. herein shall be paid in advance for use of facilities. Full reimbursement for custodial, supervisory, and other required services or for damages to the facility, furnishings, or equipment shall be paid within ten (10) days of billing. Checks shall be made payable to the individual school.
- V. Liability and Insurance Coverage - Each organization utilizing school facilities shall
- A. Agree to hold the School Board harmless from any liability which the School Board may accrue as a result of use;
 - B. Provide general liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) naming the School Board as an additional insured; and,
 - C. Execute a form of indemnity agreement as prescribed by the Superintendent.
- VI. Prohibited Uses of School Facilities - School property, facilities, and equipment shall not be used for the following purposes

- A. Commercial or personal gain;
 - B. Programs involving any form of gambling or other illegal activity;
 - C. Private teaching for personal gain, unless specifically approved in advance by the School Board;
 - D. Programs in violation of Florida Statutes or School Board rules; and,
 - E. Use by political groups for fund-raising activities and rallies.
- VII. Special Provisions - The following special provisions shall apply:
- A. Restrooms shall be made available if practicable for all organizations using the school facilities.
 - B. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.
- VIII. Appeals to the Superintendent - A person who feels his/her organization was improperly denied use of school facilities or an improper charge or fee was assessed may file a written appeal with the Superintendent for resolution.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **106.15, 509.032, 509.232, 1001.33,
1001.43, 1001.51, 1013.10, F.S.**

HISTORY: **ADOPTED: _____
REVISION DATE(S): 04/19/2018
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