

**USE OF FACILITIES**

The Director may approve the use of school property, facilities and equipment for any group provided herein as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities terms, and conditions for community use of a school-owned facility for recreation or other purposes. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The Director shall be responsible for safeguarding the school property, facilities and equipment, enforcing and informing groups of School Board rules, executing proper forms, ~~and~~ collecting payments, and imposing other administrative guidelines in alignment with this policy.

- A. School Board approval, upon when recommended by the Director's recommendations, shall be required for repetitious continuous or repeated use for a period of more than six (6) months.
- B. Sufficient supervision and adequate custodial service of the school facility shall be determined by the Director.
- C. The use of the cafeteria shall require permission from the Director. If the kitchen is used, written permission shall also be obtained from the food service provider. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.
- D. Payment for custodial and other required services shall be made directly to the school by the organizationgroup. These fees shall be in addition to the standard usage fee.

- I. **Use of School Property Without Charge** The Director may authorize the use of school facilities without charge without charge with reduced or discounted fees, except for those fees as may be required for supervision or clean-up. 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.
- D. Clubs, organizations, and programs sponsored by the school or in conjunction with their affiliated organization:
  - ~~School Board approval, upon the Director's recommendations shall be required for repetitious use for a period of more than six (6) months.~~
  - ~~Sufficient supervision and adequate custodial service of the school facility shall be determined by the Director.~~
  - ~~The use of the cafeteria shall require permission from the Director. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.~~

II. **Use of ~~Facilities~~ School Property for Non-School Sponsored Organizations with a Charge.** The Director may permit the use of school facilities by a civic, religious or other organization for non-school sponsored activities on a specific, temporary or short-term basis. Fees will be charged for the use of facilities for non-school sponsored organization/activities. ~~The following conditions shall apply: The payment of the fee shall be in accordance with the fee policy set forth below.~~

III. **Fees.** Fees shall be assessed per the schedule approved recommended by the Director and approved by the Board, including which shall include fees for personnel services or and costs associated with damages to facility, furnishings, and/or equipment as deemed necessary by the Director. ~~If the facility or equipment is being used for commercial or private gain and an admission or attendance fee is being charged, a rental fee will be charged for the use of the~~

facility and equipment. The amount of rental fee will be based on a schedule of fees approved by the Board upon recommendation of the Director.

**IV. Payment of Required Fees.** Full payment for all rental fees or fees assessed for damages to facility, furnishings or equipment shall be paid within 30 days of invoicing. Fees as specified above 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 for non-school sponsored activities shall:

- A. Agree to hold the School Board harmless from any liability which may accrue to the School Board 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 Director.

**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, alcohol or illegal activity;
- C. Private teaching, instruction, or coaching for personal gain, unless specifically approved in advance by the School Board;
- D. Programs in violation of Florida Statutes-Law 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.

~~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.~~

B. If a Director has a request from a group, he/she may require this group to present their request to be included in an agenda for a regular School Board meeting for consideration by the School Board.

**VIII. Board Notification. The Director shall notify the Board of all facility use agreements on a quarterly basis.**

**IX. Appeals to the Board of Directors.** A person who feels his/her organization was improperly denied use of school facilities or that an improper charge or fee was assessed may file a written appeal with the Board of Directors for resolution.

**STATUTORY AUTHORIZATION: ss. 1001.41, 1001.42, Fla. Stat.**

**LAWS IMPLEMENTED: ss. 106.15, 509.032, 509.232, 1001.33, 1001.43, 1001.51, 1013.10, Fla. Stat**

**ADOPTED:**

**REVISION DATE(S):**

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