This document outlines the policies and procedures for using Fayette County Board of Education (FCPS) facilities by various groups, including schools, civic, charitable, governmental, non-profit, religious organizations, and individuals. Here's a summary of the key points:

1. Dual Approval Procedure:

- **Principal & Facility Administrator Approval**: The principal (or designated faculty administrator) and FCPS Facility Usage administrator, Heidi Reihing, must approve facility use.

2. Preliminary Information:

- **Contact for Info**: Applicants should contact Heidi Reihing at 859-422-1366 for questions about facility usage, fees, contracts, and insurance.

3. Facility Usage Request:

- **Online Application**: Applicants must create an account on **Facilitron** (https://www.facilitron.com/fcps40502) to request facility use.
- If law enforcement personnel are required for crowd control, traffic safety, or other security reasons during the use of FCPS facilities, **District Law Enforcement** will provide the necessary officers.
- To arrange for law enforcement, the applicant must contact the **District Law Enforcement** office at **859-422-4200**. This is essential if your event involves a large crowd, potential safety concerns, or requires additional security measures beyond what the facility staff can provide.
- Any additional personnel, including law enforcement, will incur additional fees, which the applicant may need to pay. This should be discussed and arranged before submitting the facility usage request.

4. Decisions by School / Facility:

- **Facility Availability**: Schools/facilities will verify the requested space and time availability.
- **Setup/Cleanup Time**: If additional time for setup/cleanup is required, it must be indicated on the application.
- **Required Personnel**: One District employee (usually a custodian) must be on duty during facility use. It will be arranged accordingly if law enforcement or additional personnel are required.
- **Equipment**: Equipment (like audio/video or athletic equipment) may be requested and is assigned at the principal's discretion.

5. Special Guidelines for Fundraisers:

- **For Non-PTA/Booster Club Groups**: Fundraisers on weekends or after 8:00 pm on weekdays must pay utility fees and employee overtime.
- **PTA/Booster Clubs**: Fundraisers run by PTAs or booster clubs may waive utility fees, but they must pay employee overtime and provide a certificate of insurance.

6. Insurance Requirements:

- **Certificate of Insurance**: Most Applicants must provide proof of liability insurance with coverage of at least $1,000,000 for bodily injury and property damage. FCPS must be named as an "Additional Insured."

7. Facility Usage Fees:

- **Payment Process**: Facility fees are handled through Facilitron and can be paid via credit card, e-checks, or checks. Checks should be made out to **Facilitron Inc.** and sent to their designated address.

8. Adjustments and Discrepancies:

- **Changes**: If the event takes longer or requires more personnel than originally planned, the discrepancy must be noted in the application's comments section.

9. Catering/Other Services:

- **Food Services**: If catering is requested, the applicant may need to arrange it separately with FCPS's Child Nutrition Division.

10. Overtime Compensation:

- **Employee Overtime**: Overtime pay for district employees is processed through the regular payroll system.

Key Takeaways:

- Approval is required from the school principal and the FCPS Facility Usage administrator.
- A clear procedure for application, fees, and insurance is in place.
- Special provisions exist for fundraisers and PTAs/booster clubs.
- Applicants should carefully consider setup and cleanup times and potential personnel and equipment requirements.

If you're an applicant or an event planner, following these procedures ensures compliance with FCPS guidelines for facility usage. Contacting the designated administrators and utilizing the Facilitron system is recommended for more detailed guidance.