

Houston County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Community Use of School Facilities	Descriptor Code: 3.206	Issued Date: 12/09/24
		Rescinds:	Issued: 01/14/02; 07/08/13

When not in use for school purposes, school buildings and grounds may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board¹ as follows:

1. Requests for the use of a school's facilities shall be made in writing and shall be submitted for approval at the office of the principal prior to the date of use;
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the school shall be permitted use of school facilities without charge;
3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;²
4. All activities shall be under adult supervision and approved by the principal. If deemed necessary, the principal may assign a school employee to be present. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving written permission for building use are restricted to the building area and facilities indicated as well as the dates and hours approved unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs, tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. During emergencies or disasters, the Board will cooperate with recognized agencies such as the Red Cross, National Guard, and Civil Defense to make suitable facilities available without charge;
9. When school kitchens are used, at least one (1) member of the cafeteria staff shall be present to supervise the use of the equipment;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit groups; and

11. The Director of Schools/Designee shall develop procedures and forms to effectively implement the use of school facilities by the community.

Legal References

1. [TCA 49-50-201](#); [TCA 49-2-203\(b\)\(4\)](#); [TCA 49-2-405](#)
2. [TCA 49-2-203\(b\)\(4\)\(B\)](#)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311