Regulation KG-R: Use of School Facilities

Status: ADOPTED

Original Adopted Date: 12/30/1986 **| Last Revised Date:** 09/26/2025 **| Last Reviewed Date:** 09/26/2025

1. School facilities may be used by non-school user groups in accordance with an established fee schedule. Rentals are permitted when school is not in session or with special approval, when the event does not interfere with regular school or business operations. User groups, including non-profit and for-profit organizations, will be required to pay a fee to cover utility costs associated with facility use, particularly when the activity is designed to generate revenue. All rentals must provide a benefit to students or the community, as determined by the Superintendent or his/her designee. School-sponsored activities will have priority.

2. All requests for use of school facilities by non-school groups shall be submitted using Form KG-F1, *School Facilities Use Form*, to the Chief Financial Officer, who will then contact the local school principal to determine the availability of the facility for the date(s) requested. Upon approval of facility use by a non-school group by the Chief Financial Officer, a copy of the approved application will be sent to the local school principal. An *Energy Management Request Form* will be completed by the Chief Financial Officer and submitted to the Facilities Department for the approved event.

3. The following categories of non-school groups may request the use of school facilities (see definitions):
    a. school-affiliated organizations;
    b. government agencies;
    c. groups officially affiliated with the Boy Scouts or any other Title 36 (patriotic) youth group as outlined in final regulations adopted by the U.S. Department of Education regarding the Boy Scouts Equal Access Act (BSEAA);
    d. civic groups;
    e. recitals, rehearsals and exhibits involving our school children.

4. Requests for use of facilities by non-school groups shall include information concerning:
    a. reason for desiring use of the facility;
    b. length of such usage;
    c. regularity of usage;
    d. size of group anticipated;
    e. specific facility desired.

5. Upon approval of Form KG-F1 by the Chief Financial Officer, the non-school user group will be expected to submit payment as follows:
    a. A deposit of one-third (1/3) of the rental fee, using the hourly rate from the Rate Table, shall be submitted within five (5) business days of written approval of Form KG-F1, if the date(s) of the event is greater than three months from the application. The remaining balance of the fee will be due 30 days prior to the event.
    b. Full payment must be submitted within five (5) business days of written approval of the Form KG-F1 date(s) if the event is less than three months from the date of application.
    c. Cancellation of the contract by the lessee shall result in forfeiture of the deposit. For multiple-day contracts, the deposit shall be applied equally to each day of the contract. Therefore, cancellation of any (and each) day of a multiple-day contract shall result in the forfeiture of the deposit for said day(s). A fee of $50.00 will be charged to lessees requesting a new contract after the previous cancellation of a contract for which no deposit was made.
    d. Once payment has been rendered, no refund will be made for facility use or services of the Board of Education employees unless approved by the Superintendent or his/her designee.

6. Use of high school theaters or middle school auditoriums shall also require the completion of Form KG-F2, *Theater Set-Up Arrangement*. In no instance will a non-school group use theater or auditorium facilities without completing Forms KG-F1 and KG-F2.

7. If approval is granted for use of an auditorium and/or theater, users shall be required to sign a *Lease Agreement*, Form KG-F3. Additionally, a security deposit of $250.00 for middle school auditoriums and $500.00 for high school theaters will be required at the time the signed *Lease Agreement* is submitted to the Chief Financial Officer.

8. All non-school user groups shall be required to carry liability insurance with a minimum limit of $1,000,000. Proof of insurance shall be attached to Form KG-F1, *School Facility Use Application*, when it is submitted to the

Chief Financial Officer for approval. Non-profit community organizations may request a waiver of the insurance requirement. The Superintendent or the Chief Financial Officer will review each request for a waiver individually.

9. Fees for the use of school facilities will be charged in accordance with the Rate Table on page 2 of Form KG-F1. The costs shown in the table **do not** include the charge for police supervision. The base fee entitles the user to a maximum of three (3) hours. Beyond the initial three (3) hours, the user group will be charged on an hourly basis at the rate indicated. User groups shall be required to utilize custodians, other Board employees, and police supervisors as directed by the Chief Financial Officer. Although no fee is charged for the use of parking lots, groups desiring the use of these areas must complete and submit Form KG-F1 to the Chief Financial Officer.

10. If school-owned equipment is used, a Board employee, or someone approved by the principal, must be employed as an equipment operator. The user group will pay for this operator's time based on a minimum charge of three hours' wages at the rate specified on Form KG-F1. If more than three hours is required, the user group will be charged for each additional hour. Payment for this service shall be made by check as outlined in item #9 above.

11. Potential church groups shall be required to furnish a copy of the Rockdale County deed in the name of the church group before the Chief Financial Officer completes the processing of the application. Church groups requesting approval for long-term use of facilities shall be required to complete construction of the church facility within one calendar year after the approval of the use of school facilities by the church. Long-term use of any Rockdale County school facility can be terminated if circumstances warrant such action. Non-payment of fees warrants such action. Payment of fees may be made weekly or monthly to the Chief Financial Officer. Checks should be made payable to **Rockdale County Public Schools**. Usage fees for church groups will **not** be waived.

12. Limited waivers may be considered, if the requesting organization and the function for which facility use is requested meet all the following guidelines:
    a. The organization requesting use is a non-profit or a governmental agency;
    b. The function is non-profit, open to the public, and no admission fee is charged;
    c. The function will provide a direct benefit to the mission of Rockdale County Public Schools or to the community.

13. Each user group shall agree to and sign a "hold harmless" agreement as part of the agreement approving its use of school facilities. The user group shall agree to hold harmless the Rockdale County Board of Education for any injury or damage to the person or property of any persons in the use of said premises, and to defend at the user group's expense any legal action which may be brought against the Rockdale County Board of Education or school personnel for personal injury and/or property damage resulting from the period of use.

14. No activity that violates federal, state, or local law will be allowed. All activities that are conducted in a school facility will be conducted in compliance with all applicable laws and ordinances and in keeping with reasonable standards of behavior. No guns, alcoholic beverages, tobacco, or tobacco products will be permitted on school premises.

15. School facilities shall not be rented or leased to individuals.

16. An employee of the Board of Education or assigned custodial staff must be present to open and to secure the building and to supervise the non-school use of the building during the entire time the building is in use.

17. No group shall be given permission for the use of facilities on a continuing basis for longer than one year.

18. If the Superintendent/Designee determines that the requested use of school facilities could prove detrimental to the school or the community or if it is reasonably determined that such use could result in property damage or destruction, such request shall be denied.

19. The Board reserves the right to cancel scheduled events, if necessary. Further, the Board reserves the right to require the execution of a contractual agreement between itself and a user group, and, if deemed necessary, may demand a surety bond prior to allowing any group the use of a school facility for non-school activities.

20. As a general rule, school classrooms and libraries are not available for use unless specific requests for use of

classrooms and/or libraries have been approved by the Chief Financial Officer.

21. Due to the design of the elementary physical education facilities, use of these buildings shall be limited as follows:
    a. Outside groups shall be limited to passive activities, and their use shall be short-term in duration.
    b. Any equipment, materials, etc., to be used in the building by the outside group shall be specifically approved by the principal prior to the use of the facilities.
    c. The use of tobacco products and refreshments is prohibited.

22. Determining the use of baseball fields is delegated to the Chief Operations Officer and high school principals. The principal shall designate an appropriate staff member to be present when an outside group uses the field.

23. Requests for the use of facilities by production companies, including movie, television, theatrical, and/or commercial productions, the Superintendent or his/her designee, on a case-by-case basis, may approve the use request and shall retain the right to review artistic content, including script and production schedules for appropriate use in a school setting.

Definitions

For the purpose of this policy and the regulation, the following definitions apply:

School Facility - Those properties owned and operated by the Rockdale County Board of Education and used in the instructional program for students of the school system.

Non-School Use - Use of facilities for purposes other than for school-affiliated activity, regardless of the purpose(s) or sponsor(s).

Custodian - An individual whose normal assignment is that of a custodian at a specified school facility.

School Equipment - Any items other than furniture and standard electrical fixtures, i.e., projectors, spotlights, kitchen items, etc.

Civic Group - A generally recognized club operating under a formal charter, whose provisions include, as an objective of the club, service to the Rockdale community.

Boy Scout and Title 36 Youth Group - Any group officially affiliated with the Boy Scouts and Title 36 (patriotic society) youth group as defined by regulations adopted by the U.S. Department of Education.

School-Affiliated Activity - An activity that involves students and/or teachers of the Rockdale schools and directly supports the ideals and objectives of the school program.

School-Affiliated Organizations - Those organizations sponsoring school-affiliated activities.

Fund Raisers - Activities being held by school-affiliated groups for the purpose of raising funds for their associated booster clubs. These activities would involve others beyond the school-affiliated group members and be done in the off season and/or outside the regular school year.

Rate Table for Use of School Facilities

A minimum fee will be charged for the use of any school facility when school is not regularly open. This minimum fee entitles the user to a maximum of three (3) hours of use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours. Checks for the use of the facility should be made payable to the Rockdale County Board of Education. All services will be combined on one invoice except for catering services.

Classroom, Kitchen, and Gymnasium					
Elementary Schools			Middle and High Schools		
Classrooms	Minimum	$225.00	Classrooms	Minimum	$225.00
	Hourly	$75.00		Hourly	$75.00
Cafeteria Without Kitchen (With Stage)	Minimum	$225.00	Cafeteria Without Kitchen	Minimum	$225.00
	Hourly	$75.00		Hourly	$75.00
Technology Staff	Hourly	$41.50			
P.E. Buildings and Playgrounds	Minimum	$225.00	Gymnasiums	Minimum	$360.00
	Hourly	$75.00		Hourly	$120.00
Auditorium, Theater, and Fields					
Middle School			High School		
Auditorium	Minimum	$225.00	Theater	Minimum	$450.00
	Hourly	$75.00		Hourly	$150.00
Auditorium Manager	Hourly	$41.50			
Open Field (Track @ EMS)	Minimum	$120.00	Practice Field/ Baseball Fields	Minimum	$120.00
	Hourly	$40.00		Hourly	$40.00
			Stadium Manager	Hourly	$41.50
Rates for Custodian Services If this application is approved, there will be an additional hourly rate of $27.00 subject to a three (3) hour minimum change of $81.00.					
Mandatory Fee	Stadium Manager must be present at events using lights/equipment on the field.				
	Intel, Auditorium, or Theater Manager must be present at events using any technology or equipment. If you are using the space without any equipment, this fee isn't required.				