Cherokee County School District

Agenda Request Form

Meeting Date	Agenda Item Number
October 15, 2026	Action Item 3

Title

School Board Policy KG – Use of School Facilities

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Modifications to School Board Policy KG – Use of School Facilities – on First Reading

Summary Explanation and Background

Please see the attached modifications to the School Board Policy KG – Use of School Facilities on first reading.

Financial Impact

N/A

Exhibits: (List)

Policy Attached

Source of Additional Information

Mary Elizabeth Davis, PhD	770.479.1871
Tyler Gwynn	770.479.1871

I. GENERAL POLICY

It is the policy of the Cherokee County Board of Education to make buildings, facilities and grounds available to the community when not in use for school activities, subject to the requirements specified herein.

Permission for use of School District facilities does not constitute an endorsement of any organization, the beliefs of the organization or group, nor the expression of any opinion regarding the nomination, retention, election or defect of any issue.

The School District reserves the right to withhold approval or to cancel any and all use of facilities when it is deemed that such action is necessary for the best interest of the School District and/or its students.

Certain uses of facilities requires the payment of a rental fee in accordance with the rental schedule maintained by the School District. In establishing the user fee, the School District finds that the imposition of higher fees is required for use by certain groups and for uses of facilities on weekends, holidays or during the summer due to, among other things, increased administrative burdens related to community use of facilities on those days. These increased burdens include, by way of example, making arrangements for heating, ventilating, air conditioning; availability of adequate custodial staff; security measures; rescheduling planned maintenance and repairs; increased traffic, parking; increased wear and tear on School District facilities.

All potential users of School District facilities will defend and indemnify the School District and any persons whose property may be within said building for loss or damage to such property caused by any person or persons attending said meeting or any damage or injury arising by reason of any use of facilities. The School District requires users provide evidence of insurance for coverage and amounts satisfactory for indemnification and defense to the School District (Insurance Requirements for Facility Users).

The School District reserves the right in its discretion to require a performance bond or a deposit for the protection of facilities and equipment and to guarantee the payment of user fee and expense.

~~Potential users are required to submit, prior to use of a facility, a district Facility Use Application which must be signed and approved by the Principal/Work Location Supervisor, School Police, and the Office of Support Services.~~ Potential users are required to submit, prior to use of a facility, a district Facility Use Application, which must be signed and approved by the Principal/Work Location Supervisor and the Office of Support Services and reviewed by School Police to determine applicable security requirements.

The School District through the School Board, Superintendent, principal, or their designees may bar or terminate facilities use by any group or organization which has in any way misused or damaged any facility.

The School District herein differentiates uses of facilities into the following categories based upon the potential use of School District facilities, as well as, the purpose of the group making use of the facilities.

II. ELIGIBLE ORGANIZATIONS (By Category)

A. Community or Child-Oriented Organization

1. Adult Groups

School District-sponsored activities such as wellness programs, employee organizations.

Uses by Cherokee County municipal and governmental agencies, such as the Board of Elections, law enforcement agencies, fire protection agencies, Cherokee County Emergency Management Agency, etc.

Any organization wishing to use School District facilities for the purpose of sponsoring a forum for political candidates in which all candidates are given an equal opportunity to speak or present their views on issues.

Adult groups defined above will not be required to pay a rental fee for their use of School District facilities. The aforesaid groups may be required to pay supervision, security, utility and custodial operations fees as described herein below.

2. School Allied Groups

A school allied exemption is authorized for the following groups (this designation may allow for a waiver of a portion of the fees described within this policy, as determined by the Office of Support Services):

- PTA;
- School booster clubs;
- Volunteer organizations or foundations established for the purpose of assisting school districts and recognized as tax-exempt under Internal Revenue Code Section 501 (a)(3), or similar foundations, which have applied for such recognition;
- School Councils;
- Cherokee County Educational Foundation (CCEF);
- Volunteer, no-fee student tutorial organizations; and,

- Third party providers contracted with the School District to provide afterschool programs.

3. Children Groups

Character building recreational and educational groups of school age Cherokee County children such as ~~Boy Scouts~~ ~~Scouts of America~~ Scouting America (Boy Scouts of America), Girl Scouts and recreation associations.

Recreational summer camps or training camps in which the children are charged a fee are not exempted from the rental fee requirement.

Children Groups defined above will not be required to pay a rental fee for their use of School District facilities. The aforesaid group may be required to pay a supervision, security, utility and custodial operations fees as described herein below.

B. Community Non-Profit Groups

Cherokee County non-profit community organizations including but not limited to family gatherings, wedding showers or receptions; benefit programs which directly benefit a Cherokee County resident or residents and recreational summer or training camps.

The above user will be required to pay a rental fee as specified herein below, as well as a supervision, security, utility and custodial operations fees.

C. General Facility Use

All reasonable uses of School District facilities not previously identified above.

The above user will be required to pay a rental fee as specified herein below as well as a supervision, utility, security and custodial operations fees.

D. Requests for Facility Use for Filming Locations

~~Any person or organization seeking to use school facilities to make a commercial advertisement or movie, or to engage in activities that in the opinion of the Superintendent or designee present extenuating circumstances, shall be charged a fee that is to be determined by the Superintendent or his/her designee. Any such fee shall be set at such a level so as to reimburse the School District at least for the cost of supervision, custodial operations, insurance, fuel and utilities, plus a reasonable amount for normal depreciation~~ Any person or organization seeking to use School District facilities for commercial filming or production shall be charged fees in accordance with the School District's facility rental guidelines, including any applicable personnel, custodial, security, utility, equipment, or other costs associated with the use.

~~The School District reserves the right to withhold approval or to cancel any and~~

~~all use of facilities when it is deemed that such action is necessary for the best interest of the School District and/or its students.~~

III. SCHOOL/FACILITY RENTAL FEES

A. Rental Fee

Each School District facility is rented on an hourly basis for a minimum of two hours. Each facility has hourly rental rates based upon utilization of the building, as described in the School District's facility rental guidelines. If any portion of an hour is exceeded during a rental period, the hourly billing "rounds-up" and includes the additional hourly charge for extended use. All rental fees reflect and are based upon the original intended use of the facilities. A listing of the current rates for School District facilities use may be obtained in the School District's online Principals' Handbook, Facility and Materials Management Section (www.cherokeek12.net).

B. Distance Learning

Where the School District enters into written partnership agreements to provide opportunities for distance learning by staff, specific guidelines, procedures and fees in this regard will be specified in the agreement, ~~recommended by the~~ and approved by the Superintendent ~~and approved by School Board~~ or ~~his/her~~ designee.

C. Extended Use

Extended use of school facilities requires a separate lease agreement, which must be ~~recommended by the~~ reviewed and approved by the Superintendent ~~and approved by School Board~~ or ~~his/her~~ designee.

D. Supervision Fee

~~For each said use, the organization or group making use of a facility will pay may be required to pay a supervision fee to the School District~~. Where supervision is required, the organization or group making use of the facility will pay a supervision fee to the School District. Where supervision is required, the employee(s) designated by the Principal will be paid ~~at his/her regular hourly rate or at his/her over-time rate~~ according to the salary allocation handbook, if required.

The Office of Support Services may waive the supervision fee in the event the contemplated use of said facility is during times when the facility would normally be open and supervision available. That Office may waive said fee for uses that do not require direct supervision.

E. Custodial Fee

~~For each said use, the organization or group making use of a facility will pay a custodial fee to the service provider custodial employee.~~ Where custodial

services are required, the organization or group making use of the facility will pay the applicable custodial fee in accordance with School District procedures.

The Office of Support Services may waive the aforesaid fee for uses of facility by a group which does not require maintenance (clean up). Even if initially waived, a fee will be assessed if utilization of a facility requires custodial service after an event/activity is held.

F. Security Fee

If it is determined that security is required, the user will be informed by the principal or designee that police officers of the Cherokee County School Police Department will be required to be present during use of the facility for such purposes before approval will be given. Officers of the Cherokee County School Police Department will receive compensation at his/her overtime rate. The Office of Support Services may waive the aforesaid fee in the event that use of the facility is during regular school/business hours and school police personnel are present on the campus.

If an officer(s) of the Cherokee County School Police Department is not available, security will be arranged by the Cherokee County School Police Department through their contacts with other local law enforcement agencies having jurisdiction within Cherokee County. The user will be informed of the rates and payment procedures, since these may vary among other local law enforcement agencies.

G. Utility Fee

For each said use, the organization or group making use of the School District facility will pay a utility fee based upon current cost factors for providing heating/cooling/ventilating, lighting, water/sewer usage, garbage pickup, etc. These cost factors will be adjusted from time to time to reflect current costs for these expenses/services.

~~**H. Gymnasium/Field Maintenance Fee**~~

~~Youth sports league play accelerates wear on hardwood gym floors and outdoor fields. This requires additional refinishing to maintain an acceptable playing surface on gymnasium floors.~~

IV. MISCELLANEOUS

Community use of School District facilities is on a first-come, first-served basis.

The School District does not rent laboratories (computer, science, automotive, etc.) for community use, unless specifically designated in written, systemic partnership

agreements recommended by the Superintendent and approved in advance by the School Board.

Signage created by School District facility users must not be placed on School District property until the day prior to utilization of the facility and must be removed immediately after each use. Signage, billboards and other communications relative to events held by users at School District facilities must not imply a permanent, exclusive relationship between the organization and the School District. Signage for these purposes requires prior approval of the worksite location supervisor/principal. No permanent signage may be erected by a School District facility user.

V. SPECIAL USE DETERMINATION

Some community activities and events are not compatible with the utilization of public school buildings, facilities and/or grounds:

a. Animal shows and exhibits.
b. For-profit bingo, except PTA-sponsored activities that are consistent with state law. ~~PTA or school must provide approved certificate.~~ Any PTA sponsored bingo activity must comply with Georgia law, and the sponsoring organization must provide evidence of any license or permit required by Georgia law.
c. Direct selling of products and services on school premises, except PTA-sponsored activities.
d. Overnight lodging activities.
e. Other activities or events with inherently high risk of bodily injury or property damage to facilities and/or participants and/or spectators or increased School District exposure to other related losses or expenses.
f. Private sector tutoring, therapy and/or private school classes.
g. Tutoring by School District employees.
h. Motorized vehicle/bicycle rallies and races.
i. Any other activity deemed by the School District to not be compatible with the utilization of public school buildings, facilities and/or grounds.

For-profit sports summer camps, summer recreational leagues and any other activities where School District employees are compensated require a special lease agreement approved in advance by the Superintendent or his/her designee.

Compatibility with utilization of public school buildings is ultimately determined by the Superintendent to ensure consistently applied guidelines throughout the School District.

VI. RESPONSIBILITY FOR COLLECTION/TRANSMITTAL OF ~~ALL~~ FEES UNDER THIS POLICY

~~The Office of Support Services school will be responsible for collecting all fees from the school(s) group using facilities reflected in and required pursuant to this policy and will forward all such fees designated fees to the appropriate designee or the Office of Financial~~

~~Management.~~ The school will be responsible for collecting fees payable to the School District under this policy from the group using the facility and transmitting those fees in accordance with procedures established by the Office of Financial Management.

The Chief Financial Officer will account for ~~all fees~~ fees payable to the School District in this regard and will ensure that all related expenses (utility, supervisory, security, custodial operations, ~~gym/field maintenance,~~ etc.) are paid and reflected in appropriate school, District or service provider budget accounts.

ADOPTED: August 2, 2001
REVISED: ~~July 18, 2024~~ November 19, 2026

Cherokee County Board of Education