Guilford County Board of Education
Board Policy

Descriptor Term:		Descriptor Code:
COMMUNITY USE OF SCHOOL FACILITIES		KG
~~Draft Date:~~ Presented to Board: 1st Reading July 26, 2007 2nd Reading August 30, 2007	~~Date Issued by the Superintendent:~~ Adopted by Board: November 1, 2002	~~Revision Dates:~~Revised by Board:

Purpose of Public School Facilities

~~It is the position of the school district that the primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve.~~

~~The school district, in cooperation with the Community Schools Act, allows citizens to use school buildings and facilities for civic, cultural, educational, recreational, and other such activities so long as such use does not conflict with public school activities, state laws, local ordinances, or the proper care and maintenance of school facilities.~~

The primary purpose of public school facilities is to provide a quality educational environment for teaching and learning. The Guilford County School System supports the use of public school facilities for civic, cultural, educational, recreational or other use outside the school day provided these activities meet federal and state law, and appropriate local ordinances. Further, those using public school facilities must provide ~~requested~~ ***required*** documentation regarding insurance coverage***; individual or group responsible for supervision of activity; current contact information; a list of all personnel to be present on site; and certification of criminal records check*** prior to the approval of the facility. Finally, provision must be made for the proper care and maintenance of the school facility.

Reasonable Requests for Use

All reasonable requests to use the school facilities should be approved. However, requests may be denied for any of the following reasons:

1. The facilities are not available on the date(s) or at the time(s).
2. The application is incomplete or inaccurate.
3. The fee is not paid in advance.
4. During a previous use, the applicant violated the rules governing the use of school facilities as set forth in this procedure.

5. On a previous occasion, the applicant failed to pay the required use fee.
6. The activity, in the opinion of school officials, would cause or be substantially likely to cause damage to school property. (For example, playing fields should not be used during inclement weather or when their use will render their conditions damaged for school purposes.)
7. ~~No elementary school will be available for use by outside groups before 6:00 PM.~~

~~Application for Facility Use~~

~~Applications to use any of the facilities should be submitted in writing on the Application for Community Use of School Facility form (AS-1) provided by the school system. All requests for use of school facilities must be submitted to the school's principal 14 days in advance of the expected usage date. The sections of the application highlighted in gray are to be completed by the person requesting the use of the facility.~~

~~Once the user submits the completed application, the site principal will:~~

- ~~Identify the number of Guilford County Schools (GCS) staff members who will be required to support the activity; e.g. custodian, cafeteria worker, technician, etc. Principals will need to identify, by name, the staff member who will work the event and submit an Extended Agreement Form (AS-15) to the Facilities Section, Maintenance Department. Principals are also responsible for ensuring the submission of a time card within two working days of the conclusion of the event. The time card is to be submitted to payroll with a copy faxed to Facilities Section, Maintenance Department.~~
- ~~Ensure the application is signed by an authorized representative of the organization who is 18 years of age or older.~~
- ~~Ensure that the person agreeing to work for the event understands that~~
- ~~He/she is being employed at the current pay rate, and~~
- ~~The time and a half rate is applicable only if the employee is hourly and has worked or will work in excess of 40 hours the week of the event.~~
- ~~Accept, at the time the application is submitted, a check in an amount appropriate to cover fees for the use of the facility and for GCS personnel.~~
- ~~Forward the check to the Facilities Section, Maintenance Department.~~

~~The Facilities Section, Maintenance Department in conjunction with the Budget Office will distribute the funds to the appropriate accounts and return 25% of any facility use fees to the school for their use.~~

~~Insurance Responsibility~~

~~The applicant for facility use must present evidence of having liability coverage (by copy of certificate of insurance in the amount of $1,000,000.00) for the period of time the school facility will be used. The insurance policy must include worker compensation if any school personnel are~~

~~contracted to work.~~

~~The applicant or his insurance carrier must pay any valid claims for personal injury or property damage that arise from or out of the applicant's use of a school facility.~~

~~Use of School-Related Organizations~~

~~A school relate organization is any organization or association officially recognized by or affiliated with the local GCS school or with the school system itself.~~

~~The term "school-related organization" includes, but is not necessarily limited to:~~

- ~~parent-teacher associations,~~
- ~~citizen advisory committees,~~
- ~~public school employee organizations,~~
- ~~public school student clubs and associations,~~
- ~~public school alumni groups, and~~
- ~~public school booster clubs.~~

~~Organizations or associations affiliated with a school or the system shall submit their requests to use school facilities to the principal of the school for review and approval. The principal may allow such organizations to use the auditorium, dining area, gymnasium, grounds, or any other part of the facilities deemed appropriate.~~

~~School-related organizations will not be charged facilities usage fees. However, the district must be reimbursed for costs associated with the consumption of supplies and the salaries of GCS personnel needed to support the activity. Personnel assignment fees will be charged only if the scheduled events occur after the employee's normal working hours.~~

~~Non-profit Organizations~~

~~The term "non-profit organization" refers to organizations having obtained non-profit status from the Internal Revenue Service, or organized groups sponsoring educational, cultural or recreational activities for Guilford County Schools students only and that do not derive a profit and/or do not provide compensation to their officers, members, and directors.~~

~~This definition is not intended to preclude a non-profit organization from engaging in fund-raising activities or charging fees for services simply to defray the organization's costs or for charitable purposes.~~

~~Non-profit organizations include, but are not necessarily limited to:~~

- ~~non-profit civic and service clubs,~~

- ~~adult fraternities and sororities,~~
- ~~churches and religious organizations,~~
- ~~political parties (or any affiliate thereof) recognized by the Board of Elections of the county or state,~~
- ~~governmental agencies or units at the federal, state, and local levels,~~
- ~~YWCS, YMCA, Scouts, Little Leagues, Parks and Recreation, etc., and~~
- ~~Professional and occupational organizations.~~

~~Any non-profit organization wishing to use a school facility must have local sponsorship.~~

~~Usage fees are applicable as outlined in the fee schedule.~~

~~**Verification of Status**~~

~~The applicant may be required to provide additional information in order to verify the organization's status as a non-profit organization.~~

~~**Type of Organizations**~~

~~**Precinct Meetings.** Each political party recognized by the county or the state Board of Elections may hold a precinct meeting without charge at schools designated as polling places. Each party will schedule all of its precinct meetings on the same date. Precinct meetings may be held twice a year without facilities usage charge. The district must be reimbursed for personnel labor and the cost of supplies at the rate outlined in the applicable Fee Schedule.~~

~~Organizers of precinct meetings to be held on school property shall be required to complete an Application for Community Use of School Facility Form (AS-1).~~

~~**Elections.** Pursuant to North Carolina General Statute 163-129, the Board of Elections has the right to use school facilities without charge for the purpose of conducting registration and voting for any primary or general election. The district must be reimbursed for personnel labor and the cost of supplies at the rate outlined in the applicable Fee Schedule.~~

~~**Federal, State or Local Government or Government Agencies.** Any government agency may use a school facility for conducting a public meeting or hearing without incurring a facilities charge. The district must be reimbursed for personnel labor and the cost of supplies at the rate outlined in the applicable Fee Schedule.~~

~~**Sports Camps**~~

~~**GCS Sponsored.** Camps organized and operated by the school system primarily for the students attending Guilford County Schools will not be charged facility usage fees. These camps will be operated on a "zero-profit" basis. As a GCS sponsored camp, all personnel participating in the~~

~~camp will be active GCS employees, i.e., 12-month employees or 10-month employees employed via the Extended Employment Agreement (AS-15) process. Twelve-month employees will receive no additional compensation for participating in the camp, and 10-month employees will be compensated at their normal 10-month rate. The cost for 10-month employees participating in the program will be prorated among the students attending the sports camp, and the number of students participating will determine the fee charge. A small additional charge for such consumables as athletic tape, Gatorade, etc. may be added to this fee.~~

~~**Non-profit.** Non-profit camps may be organized and operated by non-profit agencies and will be charged a facility usage fee as outlined in the attached fee schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours. The applicant will be required to provide the necessary information in order to verify the organization's status as a non-profit organization.~~

~~**For-Profit.** For-Profit camps will be charged at the For-Profit rate for facility use, and the individual participant costs will be established by the organization hosting the camp.~~

~~**City/County/Community Recreation Leagues.** Shared-use agreements will only be applicable for the use of outside fields. Shared-used agreements, whenever possible, will be negotiated with the central government agency in the community to support recreational activities within that community. When no central government agency exists or when the central government agency cannot support the shared-use agreement, shared-use agreements will be negotiated with the participating recreation league/association. If the recreation league/association declines to participate, they will be offered the use of the facilities under the terms specified on the Application for Community Use of School Facility Form (AS-1). The terms of the agreements will vary with each governmental agency and community organization, but the terms will cover a specific timeframe and be subject to re-negotiations and termination as defined in the agreement.~~

~~**Community-Based Organizations.** Groups, including but not limited to colleges and universities sponsoring activities other than educational activities, adult fraternities/sororities, professional and occupational groups, and church and religious groups, may use school facilities but must pay both facility usage and personnel fees based on rates outlined in the Fee Schedule.~~

~~**In-Kind Credit.** Government and non-profit community organizations are encouraged to donate equipment or services to a school that will directly benefit our children during student hours. In such instances, a written proposal will be made to the Superintendent, or his designee, through the school Principal, and if accepted, the contributing agency will present an estimate of the value of the donated equipment or service and the basis for calculating such an estimated value. At the request of the contributing agency, the administration will then confirm the accuracy of the estimated value and establish a building use credit balance which that government or non-profit agency may draw against to offset the established facility use fees at the school of donation.~~

~~**Facilities and Equipment Available for Use**~~

~~The following areas, where found at regular school sites, are available for use, provided such use does not interfere with the operation of the school or the security of school property:~~

- ~~auditoriums,~~
- ~~dining areas,~~
- ~~designated classrooms,~~
- ~~gymnasiums, and~~
- ~~playgrounds.~~

~~Items including, but not limited to, spotlights, projectors, amplifiers, furniture, and additional pianos, are not included in the rental of facilities. The principal of a school may negotiate a rental cost for equipment not normally located in the area being used. If special tuning of a piano is required, there will be an extra charge. No piano shall be raised or lowered by the lessee.~~

~~**Technology Laboratory Use.** The school principal/site administrator and Technology Services must approve requests for use of a GCS computer, distance learning, or technology laboratory.~~

~~Technical support of a GCS computer, distance learning, or technology laboratory will be limited to normal operational hours (Monday through Friday, 8 a.m. – 5 p.m.). Technical support will be available based on established priorities, procedures, and workload.~~

~~Prior to use of a lab, users will meet with a representative from GCS Technology Services and, based on a standard checklist, will establish evidence of competency to properly operate the equipment in the lab. Users are specifically prohibited from installing software or making any changes to computer or network configurations without prior approval from the technology services representative. The GCS technology representative will perform all approved installations or reconfigurations. Further, users are responsible for ensuring that all software or materials used in conjunction with use of a laboratory comply with all state, federal, and international laws regarding copyright.~~

~~After a lab has been used, the technology representative will inspect the equipment in the lab to verify the status of the equipment. At this time the technology representative will uninstall non-GCS software and return equipment to standard settings and configurations. Users will be responsible for any damage, abuse or theft.~~

~~**School Stadiums.** Requests for use of school site stadiums should be submitted to the principal of that site. There will be times during the year when the facility will not be available because of the turf maintenance program. The user will be charged utilities usage fees (See attached Fee Schedule) if the event is to take place during evening hours.~~

~~**Simeon Stadium.** Requests for use of Simeon Stadium should be submitted to the Director of Athletics. There will be times during the year when the facility will not be available due to maintenance and other needs. The user will be charged utilities usage fees (See attached Fee Schedule) if the event is to take place during evening hours.~~

~~**Exterior Space Use.** All public school grounds are available for use. Requests for such use must be submitted to the principal of the desired site. Usage fees are applicable as outlined in the fee schedule.~~

~~**Use of Cafeterias.** Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals for school-related organizations. The user shall be charged the cost of the meal as determined by the SNS director.~~

~~If any group wishes to use the cafeteria's kitchen to prepare or serve food, SNS personnel or, with the approval of the SNS director, the principal's designee must supervise the use of kitchen equipment. Use of kitchen equipment and facilities by anyone other than SNS staff or the principal's designee without the approval of the SNS director is prohibited.~~

~~**Personnel Support.** When a school facility is used or rented, the principal may require a custodian or staff member to be present to familiarize and assist the user with the facility. The staff person shall not be directly responsible for the supervision of the activity, and no liability will be attached to the school system because of any action of the employee. The user will be charged the applicable cost for the employee support. Personnel fees will be charged based on the attached Fee Schedule.~~

~~If needed, the user may contract for additional school system employees. If additional employees are needed, there will be an additional charge.~~

~~All personnel assignments are handled by the principals of the site. School district employees cannot be paid directly by the user. An Agreement for Extended-Employment (AS-15) must be completed for each Guilford County Schools' employee to be used by the organization. The Extended Agreement, once signed by the GCS employee, is a work and payment agreement between the GCS employee and the school district. The employee is to be paid in accordance with existing GCS payment rates.~~

~~**For-Profit/Commercial Enterprise Defined**~~

~~The term "For-Profit/Commercial Enterprise" shall mean any person, partnership, association, organization or corporation engaged in a business for profit which desires to use a school facility to engage in a profit making enterprise for its owners, members, officers, directors or stockholders. This term will generally be shortened to For-Profit for convenience. Use of school facilities solely for recreational purposes by employees of commercial enterprises is excluded from this definition.~~

~~The term includes the following:~~

- ~~retail merchants,~~
- ~~dance studios,~~
- ~~auction sales,~~
- ~~rodeos, and~~
- ~~entertainers and promoters.~~

~~Any For-Profit wishing to use a school facility must have local sponsorship.~~

~~For-Profit Use Discouraged~~

~~The school district does not encourage the use of school facilities by For-Profits.~~

~~If both a For-Profit and a Non-Profit organization submit applications to use the same school facility at the same time, the non-profit organization's application shall be preferred. Facilities rented to For-Profit enterprises will be charged in accordance with the attached Fee Schedule.~~

~~Responsibility for Supervision~~

~~The user shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present. If, in the opinion of the school principal, additional supervision of an intended use of a school facility is needed for crowd control and/or to protect the school district's property, the school principal may require that the user do one or both of the following:~~

- ~~Contract with the school for one or more additional school employees through the Extended Employment process to assist with the supervision of the activity as an agent of the user and at the user's expense.~~
- ~~Provide police protection at the user's expense.~~

~~Responsibility for Care, Custody and Control of School Facilities~~

~~The user shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the principal or another appropriate school official, the following rules shall be observed.~~

1. ~~The user shall not drive nails, tacks, or screws into the floors, walls, ceiling, desks or any other school property.~~
2. ~~The user shall not paint, wallpaper, mark or deface any property.~~

3. ~~The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.~~
4. ~~The user shall not sell or serve food or drink or operate concessions in connections with the rental of school buildings other than renting school lunchrooms by special arrangement or operating concessions at stadiums.~~
5. ~~The user shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.~~
6. ~~The user shall remove its property such as decorations, theater props and equipment from school premises. The user shall also promptly return all school property (such as chairs, tables, equipment) to its original location after the completion of the use.~~
7. ~~The user shall leave the school premises when its lease term has expired. No school property shall be in use after 11:30 p.m.~~
8. ~~The user shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.~~
9. ~~The user shall become familiar with and shall comply with the fire codes of the city and county applicable to each facility being used.~~
10. ~~The user shall protect all floors when moving furniture and/or equipment.~~

~~Prohibited Conduct~~

~~The following conduct is prohibited:~~

- ~~the possession, use or sale of beer, wine, alcohol or controlled substances as defined in the North Carolina Controlled substances Act (unless authorized by a doctor's prescription),~~
- ~~the possession of weapons (knives, guns, etc.),~~
- ~~smoking anywhere on the school district grounds or in the district's facilities,~~
- ~~usage after 11:30 p.m.,~~
- ~~any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (For example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes), and~~
- ~~any activity that is in violation of the laws of this state or of the federal government.~~

~~Contractual Obligations~~

~~The user shall agree to hold the school district free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility. G.S. 115C-524(b).~~

~~The user shall not assign or transfer its permit to use school facilities to any other person/organization without the express permission of the appropriate school official.~~
~~An agreement to use school facilities may be canceled or amended by the user for good cause~~

~~provided that seven (7) days notice is given to the school principal. The right to cancel or amend an agreement to use school facilities at any time is reserved by the appropriate school official.~~

~~Suspension of Privileges~~

~~Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.~~

~~Allocation of Fees~~

~~All fees charged for the use of school facilities or school district employees shall be paid to Guilford County Schools.~~

~~NOTE: This Administrative Policy combines and replaces former Board Policy KG and Administrative Procedure KG-P.~~

~~Click here~~ **~~to view Fee Schedule.~~** ~~(PDF format)~~
~~Click here~~ **~~to view Fee Definitions.~~** ~~(PDF format)~~

The superintendent is instructed to develop procedures that will ensure that this policy is implemented throughout the school system.