

## CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

### USE OF FACILITIES

9.30

The Superintendent or designee shall have the authority to permit or deny for good cause a legitimate community group, citizens or a community organization to use the school system facilities or grounds for activities related to civic programs. When permission is granted, the Superintendent shall require appropriate supervision of the event by a school system employee or principal's designee, and shall collect expenses for rental (if applicable), utilities, custodial services, and other costs. School organizations, clubs, and boosters shall have priority to all facilities. Facilities may not be used for commercial purposes unless it is to enhance the educational process of the system.

In cases of natural disaster or national emergency, such organizations as Civil Defense and the American Red Cross shall have use of any school facility that may be needed for the benefit of the public.

#### **Acceptable Use of School Facilities**

There shall be three methods by which individuals or groups may use school facilities:

1. Be registered in a class or activity listed in a school publication or newsletter;
2. Upon approval of an application for use of school facilities for groups such as youth associations; and
3. A lease or other agreement between the Henry County Board and a group.

#### **Charges for Use of School Facilities**

A schedule of charges for facility rental/use, fees for supervisory, custodial, and/or food preparation workers and for utilities shall be established and published at least annually. Payments of fees and rental charges shall be made to the Henry County Board of Education.

#### **Application for Use of School Facilities**

An application form shall be completed by the group sponsor or individual wishing to use an Henry County Board of Education facility one time or on an extended basis (less than one year). Signed agreement to abide by published rules and regulations for use of school system facilities is required at the time of application.

#### **Rules for Use of School Facilities**

To ensure the Henry County Board of Education's control and protection of school property, the following rules and regulations must be adhered to for the use of the school facilities:

1. The regular school program has priority at all times.
2. Request for use of school facilities should be made at least six weeks prior to the anticipated date in order to obtain Board approval and to avoid conflicts at the school and to allow for preparation for use.

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3. Principals are responsible for ensuring supervision of school sponsored programs conducted on school premises. The principal or the principal's designee is also responsible for ensuring that adequate supervision and safeguards are provided for activities by outside groups.
4. Outside groups must be charged for custodial services (time and one-half regular pay plus benefits) during the activity. Custodial services include opening and closing the building. Custodial service fees must be paid to the school system bookkeeping department.
5. There will be no fee charged to school affiliated groups when the group is raising funds for the schools. Such groups include PTOs and booster organizations.
6. Civic organizations may use the facilities for regularly scheduled meetings by written agreement at no charge.
7. Churches may use school facilities with Board approval if the church building has been damaged or destroyed. Use may not exceed one year.
8. Non-partisan political rallies serving a broad community purpose may be conducted in school facilities. Such rallies must have an organized community group sponsor, and the sponsor may be charged a fee for the use of the facility. To maintain the Board's non-partisan political stature, all opponents in a particular contest must be given equal opportunity to participate. Use by a particular candidate is prohibited.
9. Necessary food service personnel (paid time and one half-plus benefits) must be employed by the organization or group using the lunchroom to assure proper use and care of the kitchen and equipment. A lunchroom shall not be rented to outside groups for commercial purposes.
10. With limited exception, a certificate verifying the purchase of liability insurance must be presented to the Board at least twenty-four hours prior to the use of the facilities.

### **REFERENCE(S):**

**CODE OF ALABAMA  
16-8-8, 16-8-40, 36-25-5**

### **HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: NEW**