

## COMMUNITY USE OF SCHOOL FACILITIES

It shall be the general policy of the Board to make certain select school facilities available for use by the public on a license basis for which a fee may be charged when such use does not conflict with school activities and programs and is in conformity with the policies of the Board, including each of the following:

1. School activities, as defined by each school principal and division staff, shall at all times have precedence over any other use of school buildings or grounds.
2. In no case shall school property be licensed for use by individuals.
3. No application for public use of the auditorium, or other parts of the buildings, rooms or grounds shall be approved unless sponsored by clubs, societies or organizations which, in the judgment of the principal and with the approval of the superintendent, can reasonably be held responsible for payment of charges, compensation for damages to property, and for the use of the property in conformity with Board policies and ordinary rules of propriety. Applications shall not be considered unless executed by duly authorized officials or agents of the organization sponsoring the application.
4. The facilities of the school shall not be used for advertising or commercial purposes except in accordance with Policy KJ.
5. A fee may be charged by the Board for any use by an applicant wherein an admission fee is to be paid and for such other occasions as may be required. In each instance, the amount of the fee shall be determined by a schedule of necessary charges fixed by the Board. No exception from the fixed charges shall be made without approval of the Board.
6. No fee shall be charged for use of school property by school or municipal groups provided that such use promotes the school program, or education in general, the application is executed by the proper authorities, and further provided that no admission fee shall be charged.
7. Grounds and buildings shall not be used without authority of Mr. Earl Keys, Supervisor of Facilities Management, subject to the approval by the division superintendent, as a medium for the distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, not pertaining exclusively to the curriculum or to the social, athletic or scholastic activities of the pupils except on the actual occasion of functions licensed by the School Board. Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with this application for approval. Also, all material distributed, must clearly state that this event is not sponsored by MCPS.
8. Competition with legitimate established business or commercial interests in the community shall be avoided insofar as is possible.
9. Applicants shall be responsible for any and all damages done to school property during the period it is used by the applicant. A deposit to cover damage may be required with any application. Failure to pay promptly all rental charges or damages shall be considered sufficient grounds for refusal to grant further use of school property to an applicant.
10. Applicants must furnish or arrange for any help that may be necessary for the operation of the auditorium or other rooms in which meetings are held; e.g., ushers, ticket sellers, and doorkeepers.

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11. A regular custodian employed by the School Board shall be in attendance and have charge of the lights and the regulation thereof at all times, except in those instances when the stage shall be used for theatrical performances which require trained stage hands and electricians. In the event that a custodian is not available, the request for use of facilities may not be approved.
12. Mr. Earl Keys, Supervisor of Facilities Management, working with principals and with the approval of the superintendent, shall designate the space in the various school buildings and on the school grounds which may be used.
13. Engagement of school property for outside programs shall not oblige the Board or any school official to advertise, endorse, sponsor, or supplement the program to be given.
14. No smoking, eating, or drinking shall be permitted in any auditorium, back stage, or gymnasium, at anytime. The use of tobacco, drugs, or alcohol is prohibited at anytime.
15. Possession of alcoholic beverages and other substances controlled by law are forbidden on school premises as are persons under the influence.
16. The Board shall not be responsible for accidents or injuries.
17. Applicants shall be required to carry liability insurance which extends to any and all use of school facilities for the duration of the licensed use period in a minimum amount of \$1,000,000. No application shall be approved until such time as a certificate of proof of insurance coverage is provided naming Madison County Public Schools as an additional insured.
18. Where groups are involved through contracts or otherwise, the local group representative must meet with the superintendent or her designee for a thorough review of the activity and the charges to be assessed for the purpose of the parties evaluating the request in relationship to the School Board's adopted rules and rates. It is suggested to applicants that at no time should a contract be entered into with a third party or a commitment made by a community group representative to use any school facility until the request has been officially processed through the superintendent's office.
19. The requesting organization granted use (and those granted access to the property or facility thereby) shall abide by all policies, rules and regulations of the Madison County School Board concerning the use of Board property whether now or thereafter adopted.
20. The use of the property shall not, in any way, interfere in the operation of the Madison County Public Schools or any of its programs or activities. If required for Madison County Public School purposes, it is to be understood by the requesting organization or individual that the right is reserved to withdraw or rescind the grant of the use of the property or facilities on short notice.
21. No improvements or structures shall be constructed upon School Board property or in or upon its facilities unless expressly approved in writing. Temporary signs announcing the event may be displayed only during the approved hours of use.
22. School Board property, facilities and equipment shall be used in a careful and prudent manner so as to prevent any loss, defacement or damage.

23. Within one hour after the conclusion of the facility use, School Board property or facilities shall be vacated and left in as good a condition as when such use began. Unless payment is made for clean-up and clean-up is specifically requested, the property or facilities shall be left in a thoroughly clean condition, including the cleaning of all restrooms and the removal of trash. Failure to clean will result in charge of appropriate custodial fees.
24. The requesting organization (and its authorized officer, agent or representative thereof, individually and jointly and severally with the organization) or individual, shall agree: (a) to pay for any loss or damage to person or property or claims therefore resulting to or arising from the use of School Board property or facilities by such organization or individual and those granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless and indemnify the School Board, the Madison County Public Schools, its officers, employees and agents thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the Madison County Public Schools to enforce any obligations to it.
25. Under no circumstances may the following be used inside the facilities: any pyrotechnic device, any fireworks or sparklers, any smoke generating device, any explosive device, or any chemical noise producing device.
26. This application, including proof of insurance, must be submitted a minimum of four weeks (20 business days) prior to the event.
27. When schools close early due to inclement weather or early dismissals there will be no afternoon or evening use by outside organizations. Also, during severe or inclement weather facilities may not be available on weekends. Please verify use with the principal of the respective school. In case of snow or ice, facility use may be cancelled until all parking areas, roads, and sidewalks have been cleared.
28. In order to make the event more successful, a representative from the requesting organization should contact the facility use representative one (1) week prior to the event to discuss the specifics.

#### ELIGIBLE ORGANIZATIONS

The requirements of the regular school program shall receive first consideration in the use of school facilities. School-related organizations, such as parent-teacher organizations and booster clubs along with events sponsored by the Parks and Recreation department shall have priority over non-school related organizations. Priority will also be given to approved child and youth groups over adult groups and/or events. Applications for use of school facilities shall be considered in the order in which they are received. No application shall be considered unless complete.

Non-school related groups and organizations, composed of citizens of Madison, may be permitted to use school facilities at the discretion of the division superintendent or his/her appointed agent, or the School Board, provided that:

1. The meetings or functions are of general community interest.
2. The primary benefactor is not any sponsor, promoter, or individual.
3. The rules and regulations governing use of school buildings and grounds are followed.
4. The application must be submitted by a resident of Madison County.