

APPLICATION FOR USE OF SCHOOL BUILDINGS AND/OR FACILITIES

1. General information

Requesting organization	
Individual submitting request	
Street address/P.O. number	
City	
State/Zip	
Daytime telephone number	
Email address or Fax Number	

2. Specific information regarding the request

Facility(s) requested	
Dates(s) facility needed	
Time(s) facility needed	
Purpose for request	

The following district employee will be responsible for the facility and present for the entire event as required by Policy KF: _____

3. Certification of request

It is understood that upon approval of this application, the applicant will assume all liability of property damage or bodily injury caused by facility use. Applicant agrees (a) to reimburse the district for property repair/replacement damaged during the event, and (b) to indemnify, defend, and hold harmless the district (including Board of Trustees and employees) from any claims, including but not limited to, property damages, personal or bodily injuries, losses, attorney's fees, and expenses resulting from the event.

Applicants who are a political subdivision, government agency, or any other State entity within the definition of the South Carolina Tort Claims Act (S.C. Code § 15-78-10, *et seq.*), will keep in full force and effect the statutorily prescribed liability insurance protection and will assume liability, to the full extent allowed by South Carolina law, for any personal injury or property damage resulting from the applicant's use of the facility.

All approved applicants must have at least \$500,000 liability insurance protection in effect during the period of use and will file a certificate of insurance with the school/district, if so required, on 10 days written notice. The insurance will be subject to approval.

I (we) the undersigned do certify that I (we) have read District Five Schools of Spartanburg County Policy KF and administrative rule KF-R and meet all criteria.

Signature of individual submitting request	Date
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District use only

_____ Approved _____ Denied

Principal _____ Date _____

Superintendent _____ Date _____

Fees _____

COMMUNITY USE OF SCHOOL FACILITIES

Code **KF** Issued **5/13**

Purpose: To establish the basic structure for the use of school facilities by the community.

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes. Therefore, use of school facilities by the schools and by school related organizations takes precedence over all other uses, and requests by local agencies and by other agencies/organizations for the use of facilities for educational purposes take priority over other requests for the use of facilities.
- The board restricts the use of facilities to recognized community organizations. The board will not rent any building or part thereof to an individual or group for private or corporate gain, except when the activity is considered to be a desired part of the school curriculum and the school does not offer the activity in its curriculum. Both the principal of the school and the superintendent must approve any such use or rental where a profit could be realized.
- The use of a school building, facility or other school property for any non-school purpose must not interfere with the school program.
- Non-school groups may not use school facilities for money-raising events. (Exception: generally recognized civic organizations such as Ruritans, Lions, etc.).
- Some city, county and state government entities may use some facilities without charge upon approval of the principal and superintendent.
- Organizations using school facilities are responsible for the proper conduct of all persons attending the event, providing police protection, immediate restoration of school property in the event of any damage, ensuring the presence of adequately trained district staff and all liabilities of all persons in attendance. The district will set forth all terms in a contract which an official representative of the organization must sign.
- The administration will set up a schedule of fees which takes into consideration the purpose of the event. Fees will be sufficient to cover operational expenses and a reasonable amount for overhead.
- A political party or the state election commission may conduct a primary or election, without charge, in a school facility based upon availability as determined by the board.
- When school facilities are used by non-school persons, a school district employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility, except when a primary or election is conducted in a school facility. Athletic fields may be exempt at the discretion of the district.
- Non-school groups wishing to use any school kitchen must have members of the kitchen staff from that particular school present. Kitchen staff members will be paid for their services by the organization using the facility.

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- The administration will establish and the board will approve detailed regulations pertaining to public use of school facilities in keeping with this policy. However, the board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, if the presence of this organization would be materially disruptive to the community or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- The board directs the administration to seek board approval prior to administrative action in any case of doubt.
- The school athletic director may arrange for use of athletic facilities free of charge by non-profit youth sports organizations that serve primarily District Five students. The school athletic director is responsible to ensure the facilities are maintained.
- No citizen/group of the district may rent a facility for a citizen/group outside of the district in an attempt to circumvent any portion of this policy.
- No alcoholic drinks will be sold distributed or used on school property at any time by anyone.

Adopted 9/26/77; Revised 4/25/94, 8/24/09, 3/22/10, 9/27/10, 5/20/13

Legal references:

A. S.C. Code of Laws, 1976 as amended:

1. Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.
2. Section 59-1-370 - Closing of educational institutions on general election day.

B. Court cases:

1. Child Evangelism Fellowship of South Carolina v. Anderson School District Five, 470 F.3d 1062 (4th Cir. 2006).

COMMUNITY USE OF SCHOOL FACILITIES

Code **KF-R** Issued **5/13**

Fee schedule

Any group requesting the use of school facilities must apply to the school building principal or designated district personnel. The principal retains the right to approve or reject requests for daily use from all local groups (with refusals being subject to review by the superintendent), not to exceed four days. Requests exceeding four days for use of buildings must be approved by the superintendent.

Applications will be made on form KF-E(3) completed and signed by the applicant (a copy of the application form is attached). The principal, or designated district personnel, will receive the request for use of these facilities. If approval is granted, he/she will collect the fees and submit the completed form along with the fees to the bookkeeper in the office of the superintendent.

<u>Facilities</u>	<u>Rental fees</u>
Stadium (per day) James F. Byrnes (Nixon Field)	\$250 without lights or \$350 with lights plus 1.5 x the hourly rate for a district employee
Auditorium and gymnasiums (per day)	
R. Nelson Schofield gym	\$300 plus 1.5 x the hourly rate for a district employee
James F. Byrnes old gym	\$225 plus 1.5 x the hourly rate for a district employee
D.R. Hill Middle School gym	
Florence Chapel Middle School gym	
Byrnes Freshman Academy gym	
District Five Fine Arts Center	See KF-E(1) or E(2)
Elementary/Intermediate gyms	\$175 plus 1.5 x the hourly rate for a district employee
Cafeteria facilities (per day)	
All schools	
Dining room only	\$100 plus 1.5 x the hourly rate for a district employee
Dining room and kitchen	\$150 plus 1.5 x the hourly rate for a district employee

Prior to receiving permission for use of kitchen facilities, the user must agree to employ and pay local cafeteria manager or workers at a rate which is acceptable to both user and manager.

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Classrooms (per day)

All schools \$25 each plus 1.5 x the hourly rate for a district employee

Baseball facilities (per day)

\$100 without lights

\$175 with lights plus 1.5 x the hourly rate for a district employee

Tennis courts (per day)

\$75 plus 1.5 x the hourly rate for a district employee

Track and/or fields (per day)

Beech Springs Intermediate School

D.R. Hill Middle School

Florence Chapel Middle School

Byrnes Freshman Academy

\$100 plus 1.5 x the hourly rate for a district employee

Track and/or soccer field (per day)

James F. Byrnes High School

\$200 without lights or \$300 with lights plus 1.5 x hourly rate for a district employee

Grass field (per day)

\$50 plus 1.5 x the hourly rate for a district employee

Softball field (upper)

\$50 without lights or \$125 with lights plus 1.5 x the hourly rate for a district employee

Softball field (girls)

\$75 without lights or \$150 with lights plus 1.5 x the hourly rate for a district employee

The administration has the authority to waive or reduce fees based on the requesting organization's actual or in kind contributions to District Five Schools.

Issued 10/4/99; Revised 2/07/02, 8/24/09, 5/20/13