



"In Pursuit of Excellence"

Policy Level: BOARD POLICY	Descriptor Code: KG	Rescinds Code:
Descriptor Term: USE OF SCHOOL FACILITIES		Effective Date: July 1, 2009

POLICY

The Walton County Board of Education is vested with the title care and custody of all school buildings and their property with the power to control the same in a manner they think will best serve the interest of the schools. As a service to the people of the school district, the Board may permit use of school facilities by non-school groups during non-school hours for the purpose of legal assembly.

School sponsored activities shall always have first priority for use of school facilities. The next priority for use will be given to those groups, such as booster clubs, which are a logical extension of the educational process and the purpose of the school system as determined by the Board.

Private for profit organizations shall not be allowed to use facilities in which to conduct their business without the express written permission by the Superintendent following approval from the Board.

Employees of the Walton County Board of Education who conduct programs for Walton County students for the private gain of the employee shall reimburse the school system 50% of the gross process.

Persons or organizations with a previous record of abuse of school or similar facilities will not be permitted to use school facilities.

No activity that violates federal, state, or local laws will be allowed. All activities that are conducted in a school facility will be conducted in compliance with all applicable laws and ordinances and in keeping with reasonable standards of behavior.

The school administration and/or the Board reserve the right to decline the use of a facility or to cancel a previous commitment to use a facility when it appears the facility would be used for prohibited purposes. If the Superintendent, Principal, or their designee determines that the requested use of school facilities could prove detrimental to the school or the community, or it is reasonably determined that such use would result in property damage or destruction, such request shall be denied.

GENERAL REGULATIONS

- No alcoholic beverages will be permitted on school premises. Walton County School District is a tobacco-free system.
- Charges for school facilities shall be based strictly on the fee table adopted by the Board of Education.
- No group shall be given permission for the use of facilities on a continuing basis for longer than one year.
- Specific approval by the Superintendent/designee is required if a non-school event will involve admission fees or fund-raising.

APPLICATION PROCESS

The Board reserves the right to require the execution of a contractual agreement between itself and a user group, and if deemed necessary, may demand a surety bond prior to allowing any group use of facilities for non-school activities.

Application to use school facilities must be made in the name of the real party in interest. Only residents of the Walton County School District may receive permits to use school facilities. Permits may not be assigned or transferred. Applications to use school facilities must be obtained from the school the lessee wishes to use.

The school district will issue permits on first come, first served basis to non-school groups. School facilities shall not be rented or leased to individuals for personal/private use, e.g. weddings. Principals may approve the use of school facilities by non-school groups in the following categories:

- School Affiliated Organizations
- Governmental Agencies
- Civic groups
- Recitals
- Exhibits (including Walton County students)
- Recreation Groups/Youth Sports

Requests for use of facilities by other groups not listed above shall be considered by the Superintendent or his/her designee. When presented, such requests shall include information concerning:

- Reason for desiring use of facility
- Length of such usage
- Regularity of such usage
- Size of group anticipated
- Specific facility desired

When use of a school facility by a non-school group is anticipated, an application form will be completed. In no instance will a non-school group use the facility without such application.

The user of facilities shall obtain the following insurance to cover all participants in the use of facilities; Certificate of Insurance from their general liability policy for \$1,000,000.00 or special event policy obtained from Insurance Company for \$1,000,000.00. The policy must name the Walton County School District as an additionally insured entity.

The user of facilities agrees to indemnify and save harmless the District and its agents against all claims for damages to persons or property by reason of the use or occupancy of the facility, and all expenses incurred by the District thereof, including attorney's fees and court costs.

Potential church use groups shall be required to furnish a copy of a Walton county deed in the name of the church group before the principal completed the processing of the application. Church groups requesting approval of long-time use of the facility shall be required to complete construction of the church facility within one (1) calendar year after the approval of the use of the school facility leased by the church. Long-term use of any Walton County school facility may be terminated by the principal, when in his/her judgment circumstances warrant such action. Usage fees for church groups will not be waived.

It is the responsibility of the principal to notify the maintenance department whenever a specific request for the use of facilities has been approved, so that adjustments can be made to the energy monitoring computer.

The local school principal will forward the copy of every application form filed with him/her to the Superintendent/designee, before the date of use by an outside group is to begin, whether the application is one he/she can approve or one that requires superintendent/designee approval.

The Superintendent/designee will maintain a record of all applications to ensure that all funds due to the Board of Education from user groups are paid and to assure that every group signs the "Hold Harmless" Clause.

FACILITIES USE

Due to the design of the elementary physical education facilities, use of these buildings shall be limited to passive activities, and their use shall be short term in duration.

Any equipment, materials, to be used in the building by the outside group shall be specifically approved by the principal prior to the use of the facilities.

The use of tobacco products and refreshments is prohibited.

Classrooms are available for use but fees will be based on the number of rooms located in the energy management zone rather than the number of rooms used by the lessee.

Media Centers and computer labs are not available for use.

PERSONNEL

Charges for the use of school facilities shall be based on the fee table adopted by the Board of Education. The costs shown in the table do not include the charge for custodial services, police supervision or equipment operators.

User groups shall be required to utilize custodians, other Board employees and police supervisors as directed by the principal or Superintendent.

When a school kitchen is used by any group, a lunchroom employee must be present to assure proper use of equipment. If school owned equipment is used, a Board employee or someone approved by the principal must be employed as an equipment operator. Unless such services are donated, the user group will pay for this operator's time based a minimum charge of three (3) hours wages at one half times the employee's normal rate. If more than three (3) hours is required, the user group will be charged for each additional hour or fraction thereof, at the rate of one and half times the operators normal wage rate.

An employee of the Board of Education must be present to open and secure the building and to supervise the non-school use of the building the entire time the building is in use. Employees will be paid at their regular rate of pay for a minimum of three (3) hours, which should be charged back to the school's pupil activity funds.

FEES

No charge will be made for the use of facilities by school affiliated groups.

Fees for use of facilities will be determined annually by the Walton County Board of Education.

Payment must be made at least three (3) business days prior to the event. Once payment has been rendered, no refund will be made for the use or services of the Board of Education facilities and/or employees. Additional charges will be assessed as necessary.

A non-refundable processing fee of \$25 will be assessed for each contract issued.

The minimum daily rate includes up to three (3) hours of facility usage for the day.

Daily facility usage will be assessed by the hourly rate for each subsequent hour or fraction thereof in addition to the minimum daily rate.

**FEE SCHEDULE
Groups Inside Walton County**

Facility	Minimum Daily Rate (3 Hrs.)	Each Additional Hr.	Security Deposit (Refundable)
Classroom	\$20.00	\$6.00	\$50.00
Primary/Elementary Activity Building	\$40.00	\$12.00	\$50.00
Gymnasium	\$75.00	\$20.00	\$50.00
Auditorium/Cafetorium	\$250.00	\$25.00	\$100.00
Lighted Field	\$60.00	\$20.00	\$50.00
Cafeteria w/ Kitchen	\$75.00	\$20.00	\$50.00
Cafeteria w/o Kitchen	\$40.00	\$12.00	\$50.00

**FEE SCHEDULE
Groups Outside Walton County**

Facility	Minimum Daily Rate (3 Hrs.)	Each Additional Hr.	Security Deposit (Refundable)
Classroom	\$50.00	\$10.00	\$50.00
Primary/Elementary Activity Building	\$60.00	\$20.00	\$50.00
Gymnasium	\$100.00	\$30.00	\$50.00
Auditorium/Cafetorium	\$350.00	\$50.00	\$100.00
Lighted Field	\$90.00	\$30.00	\$50.00
Cafeteria w/ Kitchen	\$100.00	\$30.00	\$50.00
Cafeteria w/o Kitchen	\$60.00	\$20.00	\$50.00

**FEE SCHEDULE
Walton County Employees**

Employee	Hourly Rate	3 Hrs. (minimum)
Event Supervisor	\$35.00	\$105.00
Cafeteria Personnel	\$25.00	\$75.00
Custodians	\$30.00	\$90.00
Security	\$30.00	\$90.00



"In Pursuit of Excellence"

Permit for Use of School Facilities

Name of Organization: _____

Contact Person: _____

Address: _____ Phone: () _____

City, State, Zip Code: _____ Fax #: () _____

Check one:

_____ School Sponsor _____ Civic Organization _____ Non-Profit Organization _____ Government Agency

Type of Event: _____

Date of Event: _____ Time Requested: _____

Facility Requested (School): _____

- | | | |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Cafeteria Only

Auditorium
<small>(CMS) (LHS) (MAHS) (WGHS) circle one</small> | Cafeteria & Kitchen

Cafetorium (YMS)

Primary/Elem Activity Bldg. | Classroom

Gymnasium

Other: _____ |
| Athletic Field | | |

The user shall pay rental fees at least three (3) business days prior to the event. Long-term users shall pay rental fees at least one (1) month in advance. The user of facilities shall obtain the following insurance to cover all participants in the use of facilities; Certificate of Insurance from their general liability policy for \$1,000,000.00 or special event policy obtained from Insurance Company for \$1,000,000.00. The policy must name the Walton County School District as an additionally insured entity. The user of facilities agrees to indemnify and save harmless the District and its agents against all claims for damages to persons or property by reason of the use or occupancy of the facility, and all expenses incurred by the District thereof, including attorney's fees and court costs.

_____ will be charged the following fees for the use of
(Name of Organization)

_____ on _____ from _____ to _____ (_____) hrs.
(Facility) **(Date)**

Application Approved: _____ Application Denied: _____	Processing Fee Security Deposit (<i>Refundable</i>) Rental Fee (3 hr. min) Additional Hours (____) @ (____) Custodians (# hrs ____ x \$30) Cafeteria (# hrs ____ x \$25) Event Supervisor (# hrs ____ x \$35) Security (# hrs ____ x \$30) TOTAL: (Check Made Payable to School)	\$ <u>25.00</u> _____ _____ _____ _____ _____ _____ _____
--------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

SIGNATURE OF REQUESTER

DATE

SIGNATURE OF PRINCIPAL

DATE

PERMIT MUST BE FILLED OUT COMPLETELY WITH ALL FEES AND SIGNATURES.
 School Facility Usage and Agreement shall be governed by HB 382 effective July 1, 2013