

**BOARD POLICY**

**Descriptive Code: KG**

**USE OR LEASE OF SCHOOL FACILITIES**

**Date: April 28, 2009**

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The **use or** lease of school facilities shall be open to any Columbia County non-profit group or association. Private enterprises, groups or individuals may **use or** lease school facilities for purposes other than profit making activities.

For-profit **use or** lease may be granted whenever the principal deems the activity to be of an educational nature and/or beneficial to either students or staff. Upon approval by the principal, the request will then be presented to the Board of Education for final approval.

Requests for facility **use or** lease must be approved by the principal and conducted under the terms of a **use or** lease agreement. School sponsored activities will have priority for use of school facilities.

Fees:

1. Utility and Maintenance Fee - charged to cover utility and maintenance costs of facility use.
2. Supervisory Fee - charged for the provision of supervision and security. A representative of the school, designated by the principal, must be present for the duration of the facility use. In addition, whenever kitchen equipment is to be used, a representative of the school's food service staff must be present to supervise the equipment use.
3. Custodial Fee - charged for clean up of the facility. A representative, designated by the principal, will provide for custodial care.

The fee charges will be established by the Board of Education and applied as follows:

1. Non-school related organizations will be charged fees to cover utility, maintenance and supervisory costs. A custodial fee may be charged, depending on the nature of the activity.
2. Organizations that exist solely for the support of the school, such as parent-teacher organizations and booster groups, will not be subject to any fees for use of facilities.
3. Government agencies, school business partners and system schools which use other campus facilities will not be subject to the utility and maintenance fee. Supervisory and custodial fees will be negotiable.

Insurance

Non-school related organizations must provide proof of insurance with a minimum of \$500,000 general liability insurance. All for-profit camps must provide proof of insurance with a minimum of

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\$500,000 general liability and a minimum of \$10,000 medical insurance. Columbia County Board of Education should be listed on the policy as an additional named insured.

Extended Use

Any organization making a request to lease facilities for an extended period of time will submit evidence of a plan for moving into a permanent facility within a reasonable period of time. A part of the evidence that must be presented would include title to land on which the facility would be built and a statement of resources available for the purpose of building or acquiring a permanent facility. Such extended use shall be contracted annually and the group must show evidence of satisfactory progress toward moving into its own facility before a new contract is executed. Any use extending beyond two years must be renewed through the Board of Education.

General Use

Alcoholic beverages are prohibited in school facilities and on school property and the use of tobacco products will be governed by the provisions established by Policy GBRL, Tobacco Free Environment.

All applicants for **use or** lease of the school facilities shall hold the Columbia County Board of Education free and without harm from any loss of damage, liability or expense that may arise during, or be caused in any way, by such occupancy of the school facility. In the event that property loss or damage is incurred during such lease or occupancy of school facilities, the amount of damages shall be recommended by the Superintendent and approved by the Board, and a bill for damages shall be presented to the group leasing or occupying the facilities during the time the loss or damage was sustained.

Any and all use **or lease** of school facilities shall be totally free from obscure and controversial purposes of a disruptive nature. Should an objection be logged against a specific use of school facilities by any group, such objection must be made in writing to the principal who will make the final determination as to the validity of the complaint.

The right of the school to establish guidelines for use **or** lease of its facilities shall be reserved. Failure to abide by these guidelines may result in loss of opportunity to use **or** lease school facilities.

**PROCEDURE: YES**

**ADOPTED: 10/1/97**

**REVISED: 12/14/99**

**Columbia County Board of Education**