

GENERAL PROCEDURES AND BOARD REGULATIONS

1. A completed Use/Lease of Facility Agreement should be submitted to the principal two weeks prior to the date use is requested. The Use/Lease of Facility Agreement should be accompanied with a check sufficient to cover the utilities and maintenance fees. Supervisory and custodial charges will be paid directly to Columbia County Board of Education. The current fee list appears in this procedure. At the principal's discretion, a deposit for possible damages or additional cleaning may be required.
2. The principal shall be responsible to the Superintendent of Schools and the Columbia County Board of Education for the protection and use of the entire school property, known as school facilities and equipment, and must approve all activities to be held on school property. Any for profit use must be approved by the Columbia County Board of Education.
3. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued. The school representative is present to safeguard and supervise the facility, equipment, and property of the Columbia County School System and is not to be considered as part of the competent adult and/or special supervision required for the event and/or personnel that have been granted permission to use the facilities.
4. Alcoholic beverages will not be permitted in school facilities or on school property at any time and smoking will be allowed only under provisions of Policy GAN, Tobacco Free Environment.
5. All applicants for use/lease of 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 school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of school facilities, the amount of damages shall be recommended by the Superintendent and approved by the Board of Education and a bill for damages presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. 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 \$500,000 general liability and a minimum of \$10,000 medical insurance. Columbia county Board of Education must be listed on the policy as an additional named insured.
7. The principal is responsible for collecting all utility and maintenance fees. The principal may waive the utilities and maintenance fees based on the criteria in Policy KG. All utility and maintenance fees will remain at the school and should be accounted for in student accounting activity #003.

The pink copy of the Use/Lease of Facility Agreement must be kept on file at the school, along with the required proof of insurance, if applicable.

At the end of the school year the school will forward to the system the portion of the fees collected to cover utility costs; the remainder of the funds will be retained by the school and may be expended for ground and facility improvements only.

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

SEE ATTACHMENTS

Attachment A.

Attachment B.

Utility & Maintenance Fees (**Revised 2009-10**)

Use of Facility Agreement

**ADOPTED: 02/25/92**

**REVISED: 10/28/97, 1/11/00, 8/20/03, 2/2/04, 2/28/04, 9/28/04**

## UTILITY AND MAINTENANCE FEES

**Effective July 1, 2009**

<b>RENTAL LOCATION</b>	<b>HOURLY</b>	<b>2 HR MINIMUM</b>	<b>8 HRS PER DAY</b>
Classroom	\$ 32.00	\$ 64.00	\$ 165.00
Cafeteria, Auditorium, or P.E. Bldg.	\$ 47.00	\$ 94.00	\$ 245.00
Elem. & Middle Cafeteria w/Kitchen	\$ 67.00	\$ 134.00	\$ 345.00
High School Cafeteria/Commons w/Kitchen	\$ 77.00	\$ 154.00	\$ 400.00
High School Commons Area	\$ 47.00	\$ 94.00	\$ 245.00
Middle School Gymnasium	\$ 67.00	\$ 134.00	\$ 345.00
High School Gymnasium	\$ 77.00	\$ 154.00	\$ 400.00
Middle School Football Field w/o Lights	\$ 47.00	\$ 94.00	\$ 245.00
High School Football Field w/o Lights	\$ 67.00	\$ 134.00	\$ 345.00
High School Football Field w/Lights	\$ 97.00	\$ 194.00	\$ 500.00
Softball Field w/o Lights	\$ 54.00	\$ 108.00	\$ 280.00
Softball Field w/Lights	\$ 97.00	\$ 194.00	\$ 500.00
Baseball Field w/o Lights	\$ 54.00	\$ 108.00	\$ 280.00
Baseball Field w/Lights	\$ 97.00	\$ 194.00	\$ 500.00

\* 8 Hours

Supervisory fees are \$30 per hour and custodial fees are \$20 per hour. A non-exempt employee will be paid his/her hourly rate at time and a half and exempt employees will be paid his/her hourly rate not to exceed \$27 per hour (based on the state average hourly rate).

**Revised 3/10/09**

USE/LEASE OF FACILITY AGREEMENT

This agreement must be completed by any organization or individual using/leasing the school facility outside of school hours in accordance with Policy KG.

The COLUMBIA COUNTY BOARD OF EDUCATION and  
(Organization or Individual) \_\_\_\_\_

(Address) \_\_\_\_\_

(Phone #) \_\_\_\_\_ agree to abide by the School Board's policy  
and procedures as they apply to the use of the

(School) \_\_\_\_\_ facility.

(Date(s)) \_\_\_\_\_

(Time(s)) \_\_\_\_\_

**I. UTILITY & MAINTENANCE FEE**

(Check appropriate blocks)

- Non-profit (Booster, PTO, PTA organizations & school sponsored camps)  
Utility & maintenance fee is waived. No insurance requirement.
- Non-profit (Girl Scouts & Boy Scouts, YMCA, YWCA)  
Utility & maintenance fee is waived. Requires proof of insurance-minimum general liability of \$500,000 (attach proof of insurance-CCBOE must be named as certificate holder).
- Non-profit (non-school sponsored camps, recreation department, league ball)  
Utility & maintenance fee is waived. Requires proof of insurance-minimum general liability of \$500,000 and minimum of \$10,000 medical (attach proof of insurance-CCBOE must be named as certificate holder).
- Non-profit (Churches)  
Fee charges per Policy KG: \_\_\_\_\_  
Areas used: \_\_\_\_\_  
Requires proof of insurance- minimum general liability of \$500,000 (attach proof of insurance-CCBOE must be named as certificate holder).
- Other  
Utility & maintenance fee
  - Fee is waived because \_\_\_\_\_
  - Fees are charged: \_\_\_\_\_  
Areas used: \_\_\_\_\_
 Requires proof of insurance – minimum general liability of \$500,000. A camp will require a minimum of \$10,000 medical (attach proof of insurance-CCBOE must be named as certificate holder).

**II. SUPERVISOR FEE**

(Check appropriate blocks)

- Supervisory fee applicable – representative of the school must be present – Rate: \$30 per hour
- Kitchen supervisory fee applicable – representative from School Food Service must be at the school-Rate: \$30 per hour
- Custodial fee applicable – school representative to clean the facility – Rate: \$20 per hour

Payment to the school’s representatives will be made to CCBOE. The school/department renting the facility must submit the time sheet for the employees working the facility along with the check from the renter.

THIS CONTRACT MAY BE DEEMED NULL AND VOID IF IT IS DETERMINED THAT THE LEASE DOES NOT COMPLY WITH CCBOE POLICY KG, USE OF FACILITIES.

Principal’s signature \_\_\_\_\_

Date \_\_\_\_\_

Organization or individual signature \_\_\_\_\_

Date \_\_\_\_\_

Payment for use of the facilities will be made to the SCHOOL.  
The principal is responsible for processing this form and seeing that payment is made.