

7510 – USE OF DISTRICT FACILITIES

School Board of Charlotte County Bylaws & Policies

The Charlotte County School Board believes that the public should have use of public school facilities when those facilities are not used for required school programs or related school activities. Full use of available facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the School Board.

Definitions of School User Groups:

Group A (For Profit) - A group or organization that does not possess a non or not for profit certificate.

Group B (Employee For-Profit) - CCPS Employees operating camps and/or requesting use of CCPS facilities.

Group C (Non-profit Single Event) - A non-profit group using CCPS facilities on a one time only basis.

Group D (Non-profit Long Term) – A non-profit group using CCPS facilities over an extended period of time.

Group E (Non-profit/No proceeds/For Students) – A non-profit group holding an event where the proceeds and profits go back to the school.

Group F (Grant-Funded Partnerships/before-after school programs) – Government or grant-funded partnerships which provide before or after school tutoring or enrichment programs for CCPS students.

Group G (Non-Profit fundraiser for school/district (PTO, SAC, Scouts, CLEF)/Inter-school use) – Non-profit, and the proceeds of the event are to be donated to school or district; a government agency; school based committees and parent organized, and sponsored groups (PTA, SAC, Scouts, 4-H, Boosters) specifically related to individual school.

Application for Approval

Non-school organizations shall make application for the use of school facilities at least fourteen (14) days prior to first usage. The application will be reviewed by the building principal and the Superintendent or his/her designee for final approval. All organizations using the facilities assume full responsibility for damages occurring while using the facilities.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Fee Schedules

The Superintendent may set rental fees for any area or facility not listed above.

Supervision

All organizations under school facility agreements must be properly supervised by the sponsoring organization. The principal shall determine the adequacy of supervision. If additional supervision is required, school personnel may be employed and the cost charged to the sponsoring group. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

Alcoholic beverages and controlled substances will not be permitted on District property at any time. No unauthorized method of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

Insurance

The user will be required by the Superintendent to provide the Board with a certificate of insurance with public liability protection of not less than \$300,000.00 combined single limit per occurrence. This coverage shall name the Board as an additional insured.

The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Board with due notice. All approvals are to be granted with this understanding. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

FEE SCHEDULE - FACILITIES USE

Cost for use of school facilities for organizations whose members are not District students will be established by the Superintendent.

In general the following shall apply:

- A. Set up time and take down time is usage time.
- B. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- C. If clean up and/or repairs are necessary, the principal may, after reasonable notice to the organization, have the work done and bill the using organization.
- D. With regard to swimming pool usage, the following will apply:
 1. high school swimming pools will be closed to community use during the times in which the high school swim team uses the pools for their practices and swim meets; and
 2. groups using a Board swimming pool are required to have life guards on duty who hold valid and appropriate certifications in American Red Cross life saving and CPR; and
- E. School kitchens are available for use only if trained Board personnel are on duty. Please see Food Services Office.