

**CHAPTER: SUPPORT SERVICES  
TITLE: USE OF SCHOOL FACILITIES**

**PURPOSE**

The primary use of school buildings and grounds shall be to accommodate approved school programs for students. However, the Board of Education encourages the use of school facilities for community activities and will make the physical facilities of the school system available for **NONPROFIT** use.

**PRIORITIES**

Regular school activities and activities sponsored by organizations affiliated with a school shall be given priority over other applications for use of a school facility. Organizations or groups located within a particular school attendance area shall be given priority over applications from organizations outside an attendance area.

1. In general, groups outside the county shall NOT be granted use of the facilities.
2. School facilities may NOT be used as a base to begin the establishment of an organization.  
When school facilities are used the group shall pay for custodial service \$30.00/hr (3hr minimum). This fee/deposit will be based upon the areas used and duration of the event.
3. Whenever school property is in use, with the exception of school playgrounds and campuses, personnel in the employ of the Board of Education or a school volunteer(s) that has been approved by the Board of Education must be present and in charge of the property's use. During the period of use they will have full authority to enforce all established building regulations.
4. In all instances public school property shall not be misused, abused, or damaged, and the school or pupil's belongings may not be disturbed in any way. User has full financial responsibility for any damage sustained by the property during specified use thereof, except ordinary wear.
5. Supervision of participants and spectators during the use of the facility is the responsibility of the user.
6. The person, organization, or association requesting the use of school property for a community activity shall have in effect, during the time of possession, a contract of insurance which shall have in effect the following: A) Provisions for general comprehensive liability coverage of any claim, demand, action, suit, or judgment by reason of alleged negligence or other acts resulting in bodily injury of property damage of any person arising out of the use of school property for the community activity. B) Provisions for the payment of any attorney fees, court costs, other litigation expenses incurred by the board in connection with any claim, demand, action, suit, or judgment arising from any alleged negligence or other act; and C) The coverage required shall be for the amounts specified within the mandate of the law of the State of West Virginia under 29-12-5a.
7. There shall be no signs, banners, or the like placed in or on school buildings or on school grounds by any individual or group using school property. Temporary identification signs may be used only during the actual hours approved for use. All signs, banners or the like must be removed at the conclusion of the approved use.

8. Use of drugs, alcohol, and tobacco products is prohibited on Board of Education property.
9. Possession of any firearm or deadly weapon is prohibited on Board of Education property as per WV Code §61-7-11a.
10. Sale of merchandise of any kind must be approved by the principal and becomes part of the contract for permission to use school property.
11. User must follow applicable State Fire Marshal's regulations.
12. User must adhere to parking regulations established by the school concerned.
13. Additional written regulations, developed by the principal, pertaining to specific facilities can be obtained from the school responsible for the facility.
14. Any person obtaining a contract for the use of school premises shall NOT assign or sublet the same.
15. The Board of Education reserves the right to change or cancel any rental agreement.
16. Education Policy 4373 remain in force on evenings, weekends and other time that school is not in session.

## **PROCEDURES**

1. All requests for use of school property must be made in writing on the appropriate application form available online at the county website, and shall be submitted at least three weeks prior to activities.
2. A certificate providing proof of insurance must be filed with the application before the request will be approved. This insurance coverage may be obtained privately or may be obtained through the State Board of Risk and Insurance Management.
3. The principal will determine the school personnel necessary for the rental.
4. The principal will approve/disapprove the request and notify the organization as such.
5. If additional personnel are needed or other costs to the school are involved, the principal will forward a copy of the request to the finance office.
6. After Principal approval, the request will be submitted to the county finance office.

## **USE OF KITCHENS**

1. Under no circumstances will any power or automatic equipment such as mixers, slicers, dishwashers, etc. be used except under the direction of an assigned cook.
2. All groups or organizations will be charged the \$30.00/hr rate @ minimum 3hrs for the assigned cook.
3. All individuals working in the kitchen must have a valid food handler's permit and must abide by all Mid-Ohio Valley Health Department regulations.
4. Applicants shall confine activities to approved areas and are responsible for the proper care of the property. It is the applicants responsibility to deny visitors and non-participants entry to the property.

## **USE OF AUDITORIUM**

1. Under no circumstances will sound or lighting equipment be operated by anyone other than individuals designated by the principal.

2. Individuals designated by the principal to operate sound or lighting equipment must have been properly trained and certified.
3. Must employ a custodian for a minimum three (3) hours \$30.00/hr rate @ minimum 3hrs for the assigned custodian.
4. Applicants shall confine activities to approved areas and are responsible for the proper care of the property. It is the applicants responsibility to deny visitors and non-participants entry to the property

#### **USE OF COMMONS AREA**

1. Shall employ a custodial minimum three (3) hours.\$30.00/hr rate @ minimum 3hrs for the assigned custodian.
2. Applicants shall confine activities to approved areas and are responsible for the proper care of the property. It is the applicants responsibility to deny visitors and non-participants entry to the property.

#### **USE OF GYMNASIUM**

1. Under no circumstances will any scoreboard equipment be used, except under direction of approved school personnel.
2. Individual must be designated by the principal to use equipment.
3. Custodian service is required at a minimum of three (3) hours \$30.00/hr rate @ minimum 3hrs for the assigned custodian.

Applicants shall confine activities to approved areas and are responsible for the proper care of the property. It is the applicants responsibility to deny visitors and non-participants entry to the property.

#### **USE OF ATHLETIC FIELDS**

1. Under no circumstances will any scoreboard equipment be used, except under direction of approved school personnel.
2. Individual must be designated by the principal to use equipment.
3. Custodian service is required at a minimum of three (3) hours \$30.00/hr rate @ minimum 3hrs for the assigned custodian.

Applicants shall confine activities to approved areas and are responsible for the proper care of the property. It is the applicants responsibility to deny visitors and non-participants entry to the property

#### **USE OF FACILITIES FOR FUNERAL AND MEMORIAL SERVICE**

A NEW SECTION OF THE West Virginia Code requires county boards of education to allow their facilities to be used for the funeral and/or memorial service for a community member of a distinction who was a military service member or veteran who served under honorable conditions or who served as a first responder. Boards may establish process by which requests to use facilities for those purposes may be made. Boards are not responsible for addition cost incurred because of a funeral or memorial service at the school facility. *West Virginia Code 18-5-13d(a); West Virginia Code 18-5-13d(b).*

Such services may not disrupt or interfere with classroom instruction, any other scheduled school event or activity, or other official governmental use, e.g., when a school serves as an election polling place. *West Virginia Code 18-5-13d(c)*

## **Fees refer to use of Commons Area and Auditorium.**

### **FACILITY USE FEES**

Athletic Field	-	\$25.00/hr
Gymnasium	-	\$50.00/hr
Auditorium	-	\$50.00/hr
Commons area	-	\$25.00/hr
Classroom	-	\$25.00/hr
Kitchen	-	\$25.00/hr
Outside Concession Stand	-	\$25.00/hr
Inside Concession Stand	-	\$10.00/hr
Auditorium + Commons area	-	\$60.00/hr
Gymnasium + Commons area	-	\$60.00/hr

The facility fee will be waived for any in county youth organization using the facility.

Any in county youth organization not using the facility not using the facilities for profit/fundraiser ( example practice, meetings), will not be required to pay for the custodial fees but must clean up areas that they use after use. If a specific group does not clean up the area they use and leaves a mess they will receive a written warning from administration upon the second written warning they will be required to pay the custodial fee associated with the area.

Any in county youth group using the facility for profit/fundraiser will be required to pay custodial fee, along with fee for cooks and any other required employee.

**REFERENCE: CCBOE**

**ADOPTION DATE: 04/05/99**

**REVISION DATES: 04/20/04; 08/19/10, 07/08/19, 08/13/19**

**OUT FOR COMMENT: 7/24/19**