

## ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### COMMUNITY USE OF SCHOOL FACILITIES

#### General

The Director of Schools or designee may grant the temporary use of school facilities to other organizations as provided herein. The Principal or designated Building Administrator has custody of school facilities assigned to him/her by the Director of Schools and must have knowledge of the group that wishes to use the facility and must personally approve the person to be in charge of the activity.

Use of facilities by the schools and by school-related organizations shall take precedence over all other uses.

Organizations using school facilities shall be responsible for the proper conduct of all persons attending the event, for immediate restoration of school property in the event of any damage and shall be required to sign an indemnification and hold harmless agreement and provide proof of liability insurance coverage as outlined below.

Non-profit, civic and church groups and governmental agencies may use school facilities for engagements provided that the Principal/Building Administrator approves such use. Other groups shall be approved by the Director of Schools or designee upon recommendation of the Principal.

Use of facilities by commercial groups or for political organizations will be discouraged and permission for such use shall be granted only by approval of the Director of Schools or designee upon recommendation of the Principal/Building Administrator.

Organizations holding regular meetings for long term usage are allowed to use school facilities for a maximum of 3 years. In addition, an exit strategy to leave the facility within those 3 years must be provided at the time of the initial facility use request. The organization is required to submit a facility use agreement and certificate of insurance annually, and in the event of a multi-year request, the facility use agreement and certificate of insurance must be submitted for the upcoming year by July 1st.

#### Non-Rental Use and Associated Charges

Activities directly related to the school program, activities that are child and youth centered and governmental agencies shall not be charged a rental fee for usage. Civic organizations shall not be charged a rental fee for usage, provided there is no admission fee for the activity involved. Fundraising events that directly benefit the public school program shall not be interpreted as charging an admission fee. All groups will be required to reimburse the school system for the actual hours at an overtime rate of time and one-half times the hourly rate plus mandatory benefits for all personnel required to staff the facility for use. Actual hours at an overtime rate of double time and mandatory benefits will be charged for Sundays and the following holidays: New Year's Day, Easter, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day.

#### Rental Use and Associated Charges

In order to offset the expenses incurred by the school system for heating/cooling, lights, water, general maintenance and administrative costs, a rental fee schedule (as shown above) shall apply to the use of facilities for which admission is charged and any other use not specifically exempt in the paragraph above. In addition to the rental fee, all groups will be required to reimburse the school system for the actual hours of any non-custodial personnel at an overtime rate of time and one-half times the hourly rate plus mandatory benefits for all personnel required to staff the facility for use.



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Actual hours at an overtime rate of double time and mandatory benefits will be charged for Sundays and the following holidays: New Year’s Day, Easter, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day. Custodian billing rates are noted below. Rental fees charged will be based on actual time the facility is in use, including any practice time needed by the group, set up time to prepare for the group, and clean-up time. The rental fee will be charged as follows:

Minimum use of two hours with billing as follows, to include a custodian.

2 hours	\$200.00
Half Day	\$460.00
Full Day	\$920.00

The cost of one custodian is included in the rental rate. School personnel, in coordination with custodial foreman, determine the number of custodians based on the number of attendees and/or the anticipated cleanup. Additional custodians are billed at a rate of \$30.00 per hour, except on Sundays and holidays (New Year’s Day, Easter, Fourth of July, Thanksgiving Day, Christmas Eve, and Christmas Day), when they are billed at a rate of \$40.00 per hour.

Schools determine gate proceeds, not to exceed a 50/50 split. School will secure funds at the end of events.

Schools have the option to have their school organizations operate and collect proceeds from concessions.

If gate receipts are taken, security must be hired and the school and vendor will split the security cost equally.

Payment for the full amount charged shall be made to the Clarksville-Montgomery County School System (CMCSS) within 30 days of the invoice date. Failure to do so may result in denial of any future use of school facilities. No payment will be made directly to any individual employee of CMCSS unless the CMCSS employee is also employed by the facility user and is paid in accordance to IRS requirements.

At the discretion of CMCSS, organizations that have a poor payment history with CMCSS will be required to pay the rental fee prior to using the facility. The District Programs and Activities Coordinator will determine which organizations will be prepaid customers with the input from the Business Affairs Department. All prepaid customers must request use of a facility at least 30 days prior to the event. Prepaid customers would receive an invoice from CMCSS for the rental fee portion. The invoice must be paid no later than 3 days prior to the event date; otherwise, the facility use request will be denied. Upon receipt of payment, the organization will be notified by the District Programs and Activities Coordinator that they are clear to use the facility they requested. If there are any additional costs associated with the use of the facility, the organization will receive an additional invoice from CMCSS which must be paid immediately upon receipt. Failure to do so may result in denial of any future use of school facilities.

The District will pursue collection of debt through various types of notification based on the type of debt that has been incurred. Communication may be sent via phone calls, mailed notices, email notifications, invoices and statements.

Any time after 90 days, the debt may be sent to a collection agency for assistance with collection. The debtor will be responsible for the debt as well as any collection fees charged by the collection agency. Prior to referring an account to a collection agency, the District will make a reasonable effort to notify the account holder of the status of the account and impending collection action using the communication methods described above. Once the debt is sent to a collection agency,

all payments of such debt must be made to the collection agency and cannot be paid directly to the District.

Schools used by organizations required to pay a rental fee will receive 20% of the rental fees collected by the Business Affairs Department for use of that school's facilities.

### **Conditions Governing Use of School Facilities**

- a. An employee of the school system must be on duty whenever an organization or group uses a building.
- b. No facility will be used for commercial or personal gain.
- c. No facility will be used for any fundraising activity unless the proceeds are for approved charitable, educational, character building, or other community welfare purpose.
- d. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be canceled or postponed. Facilities may be opened for scheduled activities when permission is granted by the Director of Schools or designee in consultation with the Principal/Building Administrator.
- e. Private individuals or family affairs will not be permitted to use school facilities.
- f. No group will, under any circumstances, tamper with any electrical or heating/cooling controls.
- g. Organizations permitted to use the school facilities shall observe all regulations prohibiting the use of tobacco products or the use or sale of alcoholic beverages on school premises.
- h. The Principal/Building Administrator will require groups to post a cash bond of \$1000 to cover any damages that might be done to any property, equipment or grounds.
- i. Use of the school facilities shall not be permitted during the regular school day under any conditions if it in any way interferes with the instructional program.
- j. Any luncheon, dinner or banquet prepared in a school kitchen will be approved by the Principal and Director of Child Nutrition and will be under the supervision of one of the regular cafeteria workers. No kitchen will be used unless approved by the Director of Child Nutrition.
- k. The person in charge of the activity shall be responsible for the conduct of persons attending a meeting in a school facility or using school grounds and shall see to it that activities are confined to the areas covered by the Application for Use of School Facilities and Agreement Form (BUS-F001).
- l. Facilities must be left clean and ready for use for the next day of school following the activity. All groups which use school facilities shall be held responsible for any damage or loss incurred as a result of their use. Any damages accessed will be in addition to the rental fee.
- m. Effective July 1, 2010 a certificate of insurance indicating liability coverage in the amount of at least two million (\$2,000,000) will be required. Such certificate must reflect the Clarksville-Montgomery County School System as the certificate holder and must indicate that the CMCSS has been added as an additional insured for the duration of the group's

use of the facility as specified in the application. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance.

**Implementing Procedures:** [BUS-P001](#) Facilities Use Billing Procedure

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/15/03		Initial Release
9/28/09	A	Church groups removed from groups being discouraged from use and from groups that will not be charged a rental fee. Cash bond in item h (under conditions) increased to \$1000.00, insurance coverage requirement increased to \$2,000,000.00. Addition of general requirement stating that use of facilities cannot be approved for a period longer than 12 months. Fifth line item under "General" removed.
10/5/12	B	Updated paragraph m. of Conditions Governing Use of Facilities to remove references to "prior to July 1, 2010".
9/16/13	C	Remove Classroom from the list of available rental areas, update logo
2/22/16	D	Removed "costs of custodial and cafeteria services incurred" from Non-Rental and Rental paragraphs. Added "hours at an overtime rate of time and one-half for all personnel required to staff the facility for use. Effective July 1, 2016, actual hours at an overtime rate of double time will be paid for the following holidays: New Year's Day, Easter, Fourth of July, Veteran's Day, Christmas Eve, and Christmas Day." To Non-Rental and Rental paragraphs.
1/3/17	E	Updated rental fee charges.
9/25/17	F	Mandatory benefits added to reimbursement descriptions, added Sundays as double time charge. Changed Veteran's Day to Thanksgiving Day. Added school personnel must coordinate with custodial foreman to determine number of custodians needed.
10/22/18	G	Added fifth paragraph under Rental Use and Associated Charges section.
2/25/19	H	Added maximum time and requirements for organizations that want to use the facilities for long term use.
5/28/19	I	Rental Use and Associated Charges: Added information pertaining to collection of debts and collection agencies. Updated hyperlinks.

**\*\*\* End of Policy \*\*\***