

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit use of school property by members of the community when such use will not impair the efficiency of the school. The superintendent shall develop guidelines and applications for use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

Adopted: July 26, 2012

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132.

Cross Refs.: IGDA Student Organizations
 KF Distribution of Information/Materials



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Buchanan County Public Schools Community Use of School Facilities

The following information is the proposed policy regulations/guidelines for the use of school buildings.

School sponsored activities shall have first priority.

- A. Authorization for the use of school facilities by non-school related organizations shall include:**
1. A request application must be filed with the principal ten days before the activity is to take place. In addition, the representative of the group must sign an agreement entitled "Liability and Fire Code Agreement". By signing this agreement the group abides by all school district rules, accepts all liability for personal injury or damages resulting from the groups' use of the facility and abides by the State Fire Prevention Code.
 2. Upon the principals' approval, the request will then be sent to the Central Office for the superintendent or his/her designee to approve or disapprove the application and return it to the principal, who will inform the applicant.
 3. The organization sponsoring the activity shall provide sufficient adult and/or special supervision to maintain order and safety for all participants.
 4. The principal shall designate the specific areas of the facilities to be used. Children will not be permitted to have free access to all areas of the building.
 5. A custodian must be employed to open and close the building, stay on the premises during the activity, and clean up afterwards. The custodian's name must be included on the request.
 6. If it is necessary to use the kitchen then a cafeteria worker must be present, and shall be determined by the principal of the school. Also, the worker's name must be on the request.
 7. Payment for the custodian and/or the cafeteria worker is due to be paid to the employee at the time of use of the facilities.
 8. The group sponsoring an activity will be responsible for any damage to school property. The School Board reserves the right to require a cash bond of \$100 to \$1,000 to cover any damages that might occur.



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9. In the event that property loss or damage should occur, the amount of the damage shall be decided by the Superintendent and approved by the School Board.
10. The School Board also reserves the right to charge a reasonable fee for the use of the facilities. This fee is to be paid upon use of the facility.
11. It shall be the responsibility of the group or organization to seek and maintain, at its own cost and expense, comprehensive liability insurance coverage in the minimum amount of \$1,000,000 against claims for personal injury or property damage under a policy of general public liability insurance. All such policies shall name the group or organization and the School Board as the insured or loss beneficiary. The policy shall be furnished to the School Board in advance of the starting date of the activity.

B. The Use of School Facilities by School-Related Organizations

1. A written agreement must be signed by the group's representative to accept liability for all personal injury or damages to the facilities, resulting from the activity, and to abide by all rules and regulations of the Buchanan County School Board and the State Fire Prevention Code.
2. The principal must approve all requests.
3. Groups and organizations that would be considered to be school-related would include, but not be limited to, the following.
 - A. Approved extension and college classes
 - B. Boy Scouts
 - C. Girl Scouts
 - D. Cub Scouts
 - E. Student Organizations
 - F. P.T.A./P.T.O.
 - G. Athletic Groups
 - H. Band Boosters
 - I. Private Piano, Music, Band
 - J. Civic Organizations
 - K. Boys and Girls Club
 - L. Little League



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C. Conditions Governing the Use of School Facilities by Any Group

The organization or group who applies for the use of the school facilities must indicate that a program will be provided that will promote the welfare of the community and the school system. The organization or group must also agree to abide by the following regulation: (The principal shall be the judge as to whether or not the group or organization is in compliance with the regulations).

1. The facilities shall not be used for commercial or personal financial gain.
2. The facilities shall not be used for public dances.
3. The facilities shall not be used for any money raising activities unless the proceeds are designated for charitable, educational, or community welfare purposes.
4. The facilities shall not be used for purposes that are counter-productive to the goals and objectives of the school and of the school system.
5. Under no circumstances shall any member of the group tamper with any of the equipment at the facility. The custodian should be asked to help.
6. Furniture or school equipment shall not be moved from one position to another without the permission of the principal.
7. Arrangement for the use of such equipment, such as projectors, piano, and public address systems must be made with the principal at the time the request is made.
8. The staff member who will operate the school equipment (should the principal require one) must be named on the request form and must be present during the use of the school equipment.
9. Alcoholic beverages, illegal drugs, and any other illegal substances shall not be allowed in the school building or on the school property.
10. In compliance with the Buchanan County School Policy, Code GBEC, smoking is prohibited in all areas of the building. Designated smoking areas must be at least 100 feet from the entrance of the school and /or gymnasium. It is the responsibility of the person applying for the use of the facility to see that the law is enforced.



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Buchanan County Public Schools Request for Use of School Facilities

School Requested _____ Date of Application: _____

Organization Requesting Use of School: _____

Address: _____

Name of Responsibility Party: _____ Phone: _____

Date Facility Needed: _____ Beginning Time: _____ Ending Time: _____

Activity Planned: _____

Area/Room Needed: _____

Equipment Needed: _____

Special Instructions/Requests: _____

Custodian to be Employed: _____ Volunteer: _____ Fee: _____

Custodian to be Employed: _____ Volunteer: _____ Fee: _____

Cook to be Employed: _____ Volunteer: _____ Fee: _____

By signing this request and the liability agreement the person whose signature appears below signifies that he/ she is responsible for the group. He/she will see that the buildings are not misused, that the groups have proper adult supervision, and that the building grounds are used in conformity with the rules and regulations of the Buchanan County School Board and the Virginia State Fire Prevention Code. It is hereby also understood that school activities have priority for the use of any building.

Signature of Responsible Party

Today's Date

Signature of Principal or Designee

Today's Date

Signature of Superintendent or Designee

Today's Date



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Buchanan County Public Schools Liability and Fire Code Agreement

I the undersigned, acting as the representative of _____

Group or Organization

agree that this group or organization will abide by all rules and regulations of the Buchanan County School District and will assume full liability for any personal injury, or damage to the facility resulting from use of the requested facility. It is also understood that the group/organization has provided an insurance policy to the School Board in advance of the date the building is to be used.

I further agree that I will be responsible for:

1. Checking fire exits to see that they are open and clear of obstructions
2. Seeing that aisles and doorways are not blocked by tables, chairs, or other obstructions
3. Making sure that the number of occupants does not exceed the posted occupant load
4. Making sure that no flammable decorative materials are used for the activity.
5. Making an audible public announcement pointing out the fire exits, not more than ten minutes before the activity is to begin

Signature of Responsible Party

Today's Date

Signature of Principal or Designee

Today's Date