

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities	820
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The Board may permit the rental of school facilities by local non-profit, non-school groups for meetings or activities when the use will not conflict with the instructional program or other school activities.

The use of school buildings and facilities for school activities in connection with the educational, co-curricular, or extra-curricular program shall take precedence over all other uses.

When buildings or facilities are not required for the educational program, they may be used by local non-profit organizations sponsoring certain activities, under procedures established by the School Board.

When the Board determines that a particular building is not needed to support the instructional program of the School System, the building may be leased under the conditions set forth in G.S.115C-518 and Chapter 160A, Article 12 of the North Carolina General Statutes.

In support of this concept, the Board of Education encourages the use of school facilities and grounds for planned, organized activities which 1) are compatible with the regular educational program of the school system, 2) benefit the community, and 3) are in compliance with public school laws and all local, state and federal regulations.

To that end, the Board of Education agrees to make available to the public designated school facilities and grounds, subject to the following conditions:

1. Each and every use of school facilities and/or grounds must be booked through the office of the principal. All bookings are on a first-come, first-served basis, with the express understanding that school-related activities take precedence over public bookings. In the event that there is a conflict between school related use and a public booking, the principal may, at his or her discretion, move the public booking to another area, or with sufficient notice (minimum of 72 hours), ask the outside group to make other arrangements.
2. School facilities and/or grounds are normally available for public use ONLY when school is NOT in regular session (normal school hours, Monday thru Friday during the academic year). Public bookings will only be considered for evening, weekend or holiday use when public school students are not engaged in regular session or in school-related activities.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities	820
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3. Normal hours for public use, when available, are 8 a.m. to 12 midnight. Under no circumstances will public bookings be permitted to extend past 12 midnight.
4. Caswell County based organizations shall have preference in scheduling over out-of-county organizations.
5. Scheduling for use of school facilities and/or grounds on a regular basis by any one group must be approved in advance by the Board of Education.
6. Groups using facilities and/or grounds must assume responsibility for areas requested. Groups must clean their areas after each use and leave as found. A SECURITY DEPOSIT OF \$100 WILL BE COLLECTED FOR EACH AND EVERY USE but refunded provided that areas requested/reserved are left as found, cleaned to the satisfaction of the principal, and nothing is damaged or broken. Actual replacement costs will be charged for any damages, including the cost of furnishings, equipment or supplies misplaced, destroyed or damaged. Under no circumstances may Board of Education property be removed from the premises. A custodial fee shall be charged when extraordinary cleaning is required following public use.
7. ALL BOOKINGS FOR SCHOOL FACILITIES AND/OR GROUNDS MUST BE MADE IN WRITING NO LESS THAN 10 DAYS BEFORE THE REQUESTED DATE. CANCELLATION OF A BOOKING MUST BE MADE SEVENTY-TWO HOURS IN ADVANCE OF THE DATE BOOKED EXCEPT IN THE INSTANCE OF MAJOR WEATHER EMERGENCIES. IF ANY BOOKED GROUP OR ORGANIZATION FAILS TO CANCEL AND DOES NOT SHOW FOR A PRE-ARRANGED BOOKING, THAT GROUP OR ORGANIZATION WILL FORFEIT THEIR DEPOSIT.
8. User groups shall be responsible for the cost of all personnel necessary for operation and security. A bonafide school employee must be present at all times, paid for by the user group.
9. For certain events - at the discretion of the principal - uniformed security may be required (a minimum of two), paid for in advance by the using group.
10. All youth groups, under the age of 21, must have adult chaperones (one for every 20 youths) PRESENT AT ALL TIMES. Under no circumstances are youth groups to be left unattended. A legally authorized representative of the user group must sign that he/she will be responsible for conduct, security, and any damages. No one

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities	820
---	---	------------

under the age of 21 will be permitted to book school facilities and/or grounds for any purpose whatsoever.

11. As a matter of policy, dances for teens and/or young adults that are open to the public are not permitted in school-owned facilities.
12. It is understood that the Board of Education and/or its representatives shall have unrestricted access to all areas of school-owned buildings and grounds at all times.
13. It is understood that the individual school principal and/or the Board of Education reserves the right to refuse or cancel any public booking if, in their opinion, it is in the best interest of the public to do so. Inappropriate activities or those of questionable dignity as determined and/or understood by either the principal or the Board of Education may be refused or cancelled.
14. Upon arrival at school facilities and/or grounds, the intended user shall notify the principal or designated school employee in attendance of any damages, deficiency or similar fact observed, so that such damage or deficiency might not be attributed to the user in the course of occupancy.
15. No alcoholic beverages shall be permitted in school buildings or on school property at any time; nor shall anyone who has been drinking elsewhere be admitted. Similarly, no weapons or firearms **WHATSOEVER** will be permitted in school buildings or on school property. Violators of either policy may be subject to arrest under existing N. C. law.
16. There shall be no drugs or illegal substances, gambling, or vulgar language permitted on school property at any time.
17. Pursuant to current federal regulations, Caswell County school buildings are designated as TOBACCO-FREE facilities: the use of any and all tobacco products within these facilities is strictly prohibited.
18. No TAPE, nails, screws, or fixtures of any kind may be driven or applied to walls, woodwork, floors, windows, doors, or ceilings of any school building without the express, written consent of the principal.
19. Each and every use of school cafeterias and/or kitchen must comply with School Food Service regulations and all North Carolina Public Health Laws.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities	820
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20. Outdoor grills, barbecue cookers, etc., are permitted only on paved areas outdoors. Under no circumstances are they permitted on the grass or sidewalks. No charcoal dumping.
21. All technical and support systems and equipment (heat, air conditioning where applicable, lights, sound, audio visuals, etc.) are to be operated only by authorized school personnel. If requests for such warrant the presence of additional personnel to operate same, such personnel costs must be paid for in advance by the user.
22. In renting, leasing, or making available for public use school facilities and/or grounds, it is expressly understood that neither the individual school site, its principal, nor the Board of Education assumes any responsibility whatsoever for (a) loss of or damage to any property placed on the premises by the renter, user or lessee, or (b) for loss or damage to any property or personal effects, including motor vehicles and their contents of the user, renter, lessee, or its members, guests, employees, agents, participants, or attendees.
23. User groups shall indemnify and save harmless the Caswell County Board of Education and/or the individual school site from all loss, damages, cost and expense arising out of liability, or claim of liability, for injury or damage to persons or property sustained or claimed to have been sustained by anyone whosoever, by any reason of the use or occupation of school facilities, whether such use or occupation is authorized or not, or by any act or omission of User group or any of its officers, agents, employees, guests, patrons, invitees, attendees, or licensees, and User group shall pay for any and all damage to the property of the school site, or loss or theft of such school property, done or caused by such persons.

FEE SCHEDULE

A SECURITY DEPOSIT OF \$100 IS REQUIRED AT TIME OF BOOKING TO SECURE A DATE. This charge is made to EVERYONE and refunded following use provided that the facilities are left as found, cleaned to the satisfaction of the principal, and there are no damages. Any part or all of the security deposit may be forfeited for failure to comply. Similarly cancellations made with less than seventy-two (72) hours notice will result in forfeiture of the security deposit.

Security Deposit is IN ADDITION to all applicable rental fees, personnel costs, set-up, equipment or service charges, etc.

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities	820
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Rates listed are for space ONLY, and does not include personnel, security, set-up, equipment, or service charges, etc. Rates listed are for a time period NOT TO EXCEED eight hours - INCLUDING set-up, preparation and cleaning following use.

SECURITY DEPOSIT must be paid at time of booking to hold the date. RENT and all other APPLICABLE FEES, including PERSONNEL, must be paid ONE WEEK IN ADVANCE.

FACILITY	COMMERCIAL/ PRIVATE INDIVIDUAL	NON-PROFITS Must have Tax ID#
Cafetorium		
North	150.00	75.00
Oakwood	150.00	75.00
South	150.00	75.00
Stoney Creek	150.00	75.00
Cafeteria		
BYHS	150.00	75.00
Dillard	150.00	75.00
Kitchens	100.00	50.00
Gymnasiums		
BYHS		
Page Gym	150.00	75.00
Old Gym	100.00	50.00
Dillard	150.00	75.00
Multi-Purpose Rooms/ Classrooms/Meeting Rooms	50.00	25.00
Athletic Fields: Lighted	200.00	100.00
Unlighted	100.00	50.00
Playgrounds	50.00	25.00

Time used after contracted limits, without prior understanding between the facility and the user, will be charged at the rate of \$15.00 per hour plus hourly wages for all personnel.

Payment for all rental and fees should be made directly to the affected school. One-half of the collected rental fee is forwarded by the school to the Board of Education to offset overhead and additional wear-and-tear on the facilities and/or grounds; the balance of all rentals and fees remain with the individual school to offset direct costs and/or as

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discretionary income. Payment for the cost of employee supervision is forwarded to the Caswell County Finance Office for payment to the individual.

COMMERCIAL – All other users except Non-Profits.

NON-PROFITS – Legally incorporated, non-profit, tax-exempt organizations whose legal address is in Caswell County will be charged one-half (1/2) the prevailing commercial rate. The filing of a copy of the organization’s “Certificate of Exemption” shall be required.

PERSONNEL – A bonafide school employee MUST be present at all times, paid for by the user group. User groups are responsible for the cost of ALL personnel necessary for operation and security. Uniformed security may be required (at the discretion of the principal), paid for in advance by the user group. School employees required to work past an 8-hour day, or a 40-hour week, are paid time-and-a-half of their normal wages; double-time for Sunday or holiday work.

SERVICE CHARGES – Additional charges may be assessed for set-up and equipment use and any personnel necessary to operate same. Principals must be advised WELL IN ADVANCE of any request for set-up and/or special equipment needs.

FEE WAIVERS - ONLY in cases where the proposed program or activity directly benefits the students of a given school, or the immediate community in which that school is located, may principals waive part or all of the indicated rental and fees. Any and all requests for fee waivers MUST be accompanied by a well reasoned, clearly articulated rationale detailing the direct benefits to the students of that school or the immediate community in which that school is located. Any decisions may be appealed to the Superintendent.