

HABERSHAM COUNTY SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

Instructions
Board of Education Policy
Application & Agreement Form
Event Liability Insurance Information

Habersham County Schools





INSTRUCTIONS FOR REQUESTING USE OF SCHOOL FACILITIES

- STEP 1: APPLICANT - READ BOARD OF EDUCATION POLICY KG
- STEP 2: APPLICANT - DETERMINE IF YOUR REQUEST MEETS GUIDELINES AND CONDITIONS OF APPROPRIATE ACTIVITY SPECIFIED IN BOARD POLICY KG
- STEP 3: APPLICANT - CONTACT SCHOOL & DETERMINE IF REQUESTED DATE(S) AND TIME(S) IS (ARE) AVAILABLE FOR USE
- STEP 4: PRINCIPAL - REVIEW SECTION 2 FEE SCHEDULES AND CALCULATE THE TOTAL AMOUNT OF FACILITY FEES AND SERVICE FEES TO BE PAID BY APPLICANT
- STEP 5: APPLICANT - OBTAIN CERTIFICATE OF INSURANCE COPY
- STEP 6: APPLICANT - COMPLETE AND SIGN SECTION 1
- STEP 7: APPLICANT - ATTACH YOUR CHECK/MONEY ORDER PAYABLE TO HABERSHAM COUNTY BOARD OF EDUCATION
- STEP 8: APPLICANT - ATTACH CERTIFICATE OF INSURANCE
- STEP 9: APPLICANT - SEND APPLICATION & AGREEMENT, INSURANCE AND PAYMENT TO PRINCIPAL OF SCHOOL
- STEP 10: PRINCIPAL – INITIAL INDICATING CURRENT LIABILITY INSURANCE POLICY IS ATTACHED TO THE DOCUMENT
- STEP 11: PRINCIPAL - COMPLETE AND SIGN SECTION 2 AND SEND ALL DOCUMENTS AND MONIES TO SUPERINTENDENT’S OFFICE

**Policy
Use of School Facilities****Descriptor Code: KG**

The Habersham County Board of Education will permit its school facilities to be used by associations or organizations located within the county for appropriate activities which do not interfere with any activity of the school system, under the following conditions:

1. School-sponsored activities will have first priority in the use of school facilities. Further, those groups or organizations which exist solely to support the school or a school program, such as parent/teacher organizations and booster clubs, shall have second priority with regard to the use of school facilities. Such groups shall be allowed to use school facilities without charge.
2. Any other governmental entity in the county or any other public educational institution will be allowed to use school facilities in accordance with this policy or in accordance with any existing intergovernmental agreement between the school district and the other governmental entity.
3. System facilities will not be made available to individuals or families for any use.
4. Any charitable organization, community association or business located in the county or composed primarily of the county residents may request to use the facilities of the school system by filing with the principal of the school an application on a form prepared and maintained by the school system. The application shall include a fee schedule indicating the facilities of the school subject to use under this policy and the charge or charges associated with that use. These charges shall also include an amount sufficient to pay school system employees for any services, such as janitorial, maintenance or kitchen services, determined by the principal or Superintendent to be necessary in connection with the use of the facility. The form will designate the contact person who will be the person accountable for complying with the requirements of this policy.
5. Permission to use school system facilities does not constitute the endorsement by the Board of Education or the school system of any organization, the beliefs of the organization, nor the expression of any opinion by the organization or any of its representatives.
6. The system reserves the right to withhold approval or to cancel any approved use of school facilities when it is determined that such use would be disruptive to the mission or purpose of the school system or if cancellation is necessary for the best interests of the school system or its students.
7. An application for use of school facilities must be filed with the principal of the school in accordance with this policy at least ten business days in advance of the anticipated use. The application must be approved by the principal and by the Superintendent. Any and all fees due for the use of the facility must be paid at least five days in advance of the use of the facility and a cancellation fee to be stated on the application may be charged if the requested use of the facility is cancelled with less than forty eight hours notice.
8. As a part of the application form, all applicants for use of the facility must execute an agreement to hold the Board of Education harmless from any and all loss or damage that may arise during or be caused in any way by the use of the facility. This hold harmless agreement shall include the indemnification for any damages done to the building or property owned by the Board of Education as well as any claim of damages made by anyone

else. Further, the agreement shall include a specific release on behalf of the organization using the facility.

9. The Superintendent may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary in the discretion of the maintenance director or Superintendent.
10. The organization seeking to use the facilities will be required to furnish evidence of sufficient insurance in an amount to protect the school district from liability for any bodily injury or damage to property which may occur during the use of facilities by such group or organization. This requirement may be waived by the Superintendent where he determines, in his sole discretion, that sufficient protection is available in the absence of such insurance.
11. Long-term use of system facilities by an organization, association or business is prohibited. The only exception to this provision will be when there exists an intergovernmental agreement such as referred to in paragraph 2 above.
12. The organization using the facility is responsible for insuring that the facility is returned in a state of cleanliness and in the same condition as when made available for use. Any and all activities conducted on school facilities shall be in compliance with all local, state and federal laws and shall conform to existing and relevant school board policies. Illegal drugs, alcoholic beverages and all forms of tobacco are prohibited in school facilities and on school grounds.
13. Any failure to comply with the terms of this policy will result in the organization and the designated contact person not being allowed to use school facilities in the future.
14. The Superintendent is authorized to prepare regulations or procedures as may be necessary to implement the provisions of this policy.

Habersham County Schools

Date Adopted: 6/21/2004

Last Revised: 5/8/2017

State Reference

O.C.G.A 20-02-0520

Description

[Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools; bidding for construction projects in excess of \\$100,000](#)

O.C.G.A 20-02-2068.2

[Facilities fund for charter schools; purposes for which funds may be used; upkeep of charter school property; receipt of surplus from b.o.e.](#)

O.C.G.A 51-01-0053

[Recreational joint-use agreements](#)

Rule 160-4-9-.06

[Charter Authorizers, Financing, Management, and Governance Training](#)

Federal Reference

20 USC 4071

Description

[Equal Access Act](#)

20 USC 7905

[Equal Access to Public School Facilities](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



HABERSHAM COUNTY SCHOOL DISTRICT

Rev. 10/1/17

APPLICATION & AGREEMENT FOR USE OF SCHOOL FACILITIES

School Facilities are made available for use by the Habersham County Board of Education. Facility use by any non-school group must follow guidelines established in Board of Education Policy KG, Use of School Facilities, available at www.habershamschools.com.

----- **SECTION 1: TO BE COMPLETED BY APPLICANT** -----

Name of Group/Organization Requesting Facility: _____

Authorized Contact Person: _____ **Phone Number:** _____

Facility Requested: _____ **Area Requested:** _____

Date(s) of Use: _____ **Event Start Time:** _____ **End Time:** _____

Purpose: _____

Agreement: I certify that I am authorized to execute this agreement to use the above-named facility; that I hereby bind our group/organization to abide by all the policies and regulations of the Habersham County School District; and that I will work directly with the local school principal/designee to assure compliance of all activities associated with such use. I further agree that I have read, understand and will adhere to Habersham County Board of Education Board Policies KG, Use of School Facilities, available at www.habershamschools.com.

Certificate of Insurance: Proof of current liability insurance coverage for the event/facility use must be provided by the group/organization and a copy of said certificate must be submitted to the principal with this agreement prior to event/facility use. Event Liability Insurance can be purchased up to ten days prior to the event by calling Special Markets Insurance Consultants at 1-800-727-7642. *Received by Principal's Initials:* _____

Hold Harmless Agreement: The group/organization above within does hereby release the Habersham County School District and its employees from any and all damages to persons or property during its use of said building, grounds, and equipment. The group/organization also agrees to indemnify and hold harmless the School District and its agents, against any and all claims, however caused, which may be made against the School District, or its agents, for property damage or personal injuries sustained by any persons including group or organization and group's or organization's privies, which may result from the use of said building, grounds or equipment by this/these group/organization.

Fees: I further agree group/organization will pay the Facility Fees and applicable Service Fees due for use of facility and will pay the stated cancellation fee if event is cancelled with less than 48 hours' notice to the principal of requested school. Checks or money orders must be made payable to the Habersham County Board of Education. No cash please.

Group/Organization Signature: _____ **Date:** _____

----- **SECTION 2: TO BE COMPLETED BY SCHOOL** -----

Facility Fees: Flat rates per room/location

Facility Use Fee	Athletic Field - Any School	\$100	Cafeteria - Elementary	\$120	Gym - Elementary	\$100	School Classroom	\$50
	Auditorium - Elementary	\$150	Cafeteria - Middle Sch	\$150	Gym - Middle Sch	\$150	Cancellation Fee	\$25
	Auditorium - NGA	\$300	Cafeteria - NGA	\$175	Gym - NGA	\$175	<i>Kitchen - Any School</i>	*
	Performing Arts Center - HCHS	\$350	Cafeteria - HCHS	\$200	Gym - HCHS	\$200	<i>Kitchen Equipment</i>	*

Service Fees: Hourly rate for services necessary for facility use		Rate per Hour	# of Hours per Principal	Total Services Fee
Service Fee	Custodial Services - Principal Discretion	\$35		
	Media Services - Required (Performing Arts Center (PAC))	\$50		
	Technology Services - Principal Discretion	\$45		
	<i>School Nutrition Services - Required</i>	\$40		

**Note: School Nutrition Kitchens, Equipment & Services are billed separately outside of this agreement. Contact 706-754-2110 ext. 117 for more information.*

Fee Calculation Box: Facility Fees \$ _____ + Service Fees \$ _____ = **TOTAL FEES DUE \$** _____

Principal/Designee Signature: _____ **Date:** _____

Superintendent Signature: _____ **Date:** _____

Event Liability Insurance Requirement for Use of School Facilities



Associations or outside organizations located within Habersham County who desire to utilize a Habersham County School District campus or school facility for an appropriate activity or event must provide proof of insurance. This requirement is not applicable to groups, associations, or organizations that exist to solely support the school or a school program. See Habersham County Board of Education *Use of School Facilities* Policy KG and Regulation KG-R for further details.

If an organization cannot provide proof of insurance, Event Liability Insurance can be purchased to insure the proper coverage is in place prior to the approved activity or event.

Obtaining the protection required for all outside events is easy! GSBA Risk Management Services, through its partnership with Marsh U.S. Consumer, can help. This policy offers comprehensive tenant-user liability coverage required for all events outside normal school operations at an affordable rate.

Get the required coverage by following these **EASY** steps!

1. Visit www.campusconnexions.com at least ten days before the event.
2. Go to the “Products” pull-down menu at the top and select “Tenant User Liability Insurance Policy” (TULIP).
3. Click the blue “Apply Now” button in the middle right side and complete the application.
 - The application is easy – only 4-5 questions to answer
 - Remember to add the School District as an additional insured.
4. Bind your coverage by providing payment via credit or debit card.
5. Print your Certificate of Insurance (for immediate proof of coverage)
6. Attach the Certificate to the Use of School Facilities application.

That’s all there is to it!

If you have questions about coverage or the application process, simply call Special Markets Insurance Consultants toll free at **1-800-727-7642** between the hours of 8 a.m. – 5 p.m. CST.

