

SECTION K

GENERAL PUBLIC RELATIONS

| <u>DESCRIPTOR CODE</u> | <u>TITLE</u> |
|------------------------|------------------------------|
| KG | Use of School Facilities |
| KM | Student Interviews, Visitors |

PICKENS COUNTY BOARD OF EDUCATION
POLICY STATEMENT

| | |
|---|---|
| Descriptor Term: Use of School Facilities | Descriptor Code: KG |
| Legal Reference: | Passage Date: 4-1-78 |
| | Amendment Date: 6-20-83, 3-27-89, 8-12-02, 5-25-07 |

The Board approves and encourages maximum use of school facilities, when not being used for public school purposes, can be made available to approved organizations and groups of the community. The operation of the school program will receive priority over all other use of the school facilities. It will be the responsibility of the principal to make monthly reports to the Superintendent of any use charges of the local school facility during out-of-school hours.

GENERAL REGULATIONS:

The Principal, in his role as school administrator, shall be responsible for maintaining proper relationships with those organizations which make application to use the school building or grounds.

A standard form, supplied by the Superintendent's office, submitted 30 days prior to use of facilities, will be completed and signed by the authorized representative responsible for the group desiring to use the facilities. Use and custodial charges, as per schedule, will be collected when application is made. Custodial charges may be refunded, at the Principal's discretion, if not used. Approval for use of facilities shall be made, within 10 workings days, by the principal of each local school.

Any group using school facilities will be liable for any loss or damage that may arise during or be caused in any way by such use of said facility. Should damage occur the principal and maintenance supervisor shall decide upon the amount of damage to be charged. Failure to pay the assessed damage or abuse of property in any way will result in immediate and permanent loss of use by that group.

In the event of disagreement as to use of school facilities or damage charges, the group/individual may appeal to the Superintendent. If agreement is not reached, the controversy will be appealed to the Board of Education.

There shall be no charge for use of any school facility for a school-related activity. Use charges and custodial fees will be made on facilities for non-school connected use according to the following schedule:

| | <u>Charge</u> | <u>Custodial</u> | <u>Total</u> |
|-----------------------------|---------------|------------------|--------------|
| Classrooms | \$10 | \$10 | \$20 |
| Library | \$25 | \$25 | \$50 |
| *Lunchroom Kitchen. | | | |
| *Lunchroom (no kitchen use) | \$50 | \$50 | \$100 |
| Auditorium | \$200 | \$50 | \$250 |
| Cafetorium | \$200 | \$50 | \$250 |
| Gymnatorium | \$200 | \$50 | \$250 |
| Grounds (only) | \$50 | \$50 | \$100 |
| Grounds (building access) | \$50 | \$50 | \$100 |
| Stadium (daytime) | \$250 | \$100 | \$350 |
| Stadium (nighttime) | \$400 | \$100 | \$500 |

- See CNP Supervisor

Different use and custodial charges are necessitated due to differences in size of facility, time of day, time of year, length of time used, and other pertinent factors.

PICKENS COUNTY BOARD OF EDUCATION

P.O. Box 32 Phone (205) 367-2080

CARROLLTON, ALABAMA 35447

Dr. Leonard Duff
Superintendent

RESERVATION REQUEST FOR USE OF SCHOOL BUILDINGS

(Submitted 30 days prior to use of facilities)

SCHOOL: _____ PRINCIPAL _____

NAME OF GROUP OR ORGANIZATION: _____

BUILDING REQUESTED: _____ TIME: From _____ To _____
(Date)

TYPE OF FUNCTION: _____

APPROXIMATE NUMBER OF PEOPLE TO USE BUILDING: _____

CONTACT PERSON REGARDING DISPOSITION OF THIS REQUEST:

NAME: _____ TELEPHONE: _____

D.L. # _____ S.S. # _____

ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

ANY GROUP USING SCHOOL FACILITIES WILL BE LIABLE FOR ANY LOSS OR DAMAGE THAT MAY ARISE DURING OR BE CAUSED IN ANY WAY BY SUCH USE OF SAID FACILITY. SHOULD DAMAGES OCCUR, THE PRINCIPAL AND MAINTENANCE SUPERVISOR SHALL DECIDE UPON THE AMOUNT OF DAMAGE TO BE CHARGED. FAILURE TO PAY THE ASSESSED DAMAGE OR ABUSE OF PROPERTY IN ANY WAY WILL RESULT IN IMMEDIATE AND PERMANENT LOSS OF USE BY THAT GROUP.

IN THE EVENT OF DISAGREEMENT AS TO DAMAGE CHARGES, THE GROUP MAY APPEAL TO THE SUPERINTENDENT. IF AGREEMENT IS NOT REACHED, THE CONTROVERSY WILL BE APPEALED TO THE BOARD OF EDUCATION.

PART OR ALL CUSTODIAL FEES ARE SUBJECT TO REFUND BASED ON THE CONDITIONS OF THE BUILDING AFTER USE. "NO SMOKING"

| | <u>CHARGE</u> | <u>CUSTODIAL</u> | <u>TOTAL</u> |
|------------------------------|------------------------------------|------------------|--------------|
| 1. Classrooms | \$10 | \$10 | \$20 |
| 2. Library | \$25 | \$25 | \$50 |
| 3. Lunchroom/Kitchen* | Contact Child Nutrition Supervisor | | |
| 4. Lunchroom/no kitchen use* | \$50 | \$50 | \$100 |
| 5. Auditorium | \$200 | \$50 | \$250 |
| 6. Cafetorium | \$200 | \$50 | \$250 |
| 7. Gymnatorium | \$200 | \$50 | \$250 |
| 8. Grounds (only) | \$50 | \$50 | \$100 |
| 9. Grounds (building access) | \$50 | \$50 | \$100 |
| 10. Stadium - daytime | \$250 | \$100 | \$350 |
| 11. Stadium - nighttime | \$400 | \$100 | \$500 |

* Contact Child Nutrition Supervisor

I will abide by the rules and regulations for the use of public school buildings as set down by the Pickens County Board of Education.

DATE: _____ SIGNATURE: _____

PICKENS COUNTY BOARD OF EDUCATION

Office of the Superintendent
P.O. Box 32 Phone (205) 367-2080
CARROLLTON, ALABAMA 35447

Dr. Leonard Duff
Superintendent

PERMIT FOR USE OF SCHOOL BUILDINGS AND GROUNDS
(Returned within 10 working days)

RESERVATION REQUEST: _____ Approved _____ Not Approved

REASON: _____

This is to certify that the _____
(Name of Building)

_____ has been reserved for _____

_____ (Name of individual/organization)

From _____ (Time) Until _____ (Time)

On the Date(s) _____

At a Total Charge of _____

| | |
|----------------------|----------|
| CUSTODIANS ASSIGNED: | REMARKS: |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Date: _____ By: _____ (PRINCIPAL)

NOTE:

The holder of this permit should read carefully all "RULES AND REGULATIONS".

If a school conflicts, school activities will have preference, and you will be notified.

"NO SMOKING IN SCHOOL BUILDINGS."

Use Permits are limited to the specified room or rooms, during the hours and days specified. The permit holder shall insure that the remainder of the building used is not entered or molested. The scheduled times must be adhered to strictly.

Use of tobacco, possession or use of intoxicating liquor or illegal drugs, and fighting, betting or other forms of illegal gambling will not be allowed on the premises or within any facilities used.

USE AND CUSTODIAL CHARGES, AS PER SCHEDULE, WILL BE COLLECTED WHEN APPLICATION IS MADE.

CUSTODIAL CHARGES MAY BE REFUNDED AT THE PRINCIPAL'S DISCRETION, IF NOT USED.