

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: May 8, 2017

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.

Acts 2016, c. 647.

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

COMMUNITY RELATIONS

School buildings and facilities are built and maintained through community support. For this reason school facilities are made available to community members when not in use for school-sponsored activities and when the use is consistent with the mission of Tazewell County Public Schools.

Community Use of School Facilities

- School buildings were built and are operated specifically for use in the normal educational program of school-aged children. All other uses shall be subordinate.
- Subject to the prior rights of use and occupancy by the school educational program and by school-sponsored and division-sponsored activities, school facilities shall be available for use by citizens in accordance with such rules, regulations, and rental schedules as will best protect the interest of the division.
- Authorization for use of school facilities shall not be considered as an endorsement of or approval of the activity, group, or organization nor of the message(s) conveyed by same.
- The school division reserves the right to deny the use of facilities to any applicant when, in the sole judgment of the superintendent, or designee, the intended use would be substantially disruptive to the operations of the division or any of its programs, or otherwise detrimental to the best interests of the division.
- Each activity authorized to use division facilities will be financially responsible for damage to facilities and/or equipment. The division reserves the right to require a performance bond and/or a deposit for protection of the building/facility and equipment and to guarantee expenses. The applicant, by signing the building use application, agrees to defend, indemnify and hold harmless the district and any persons whose property may be within that building, for any financial loss or expense, and for any loss or damage to such property caused by any person attending said activity, or any damage or injury arising from such use.
- Tazewell County Public Schools shall not be held responsible for any damage or loss that may occur to non-school property brought on the premises. Such property must be removed from the facility immediately after the use or before such time as the materials will interfere with school activities.
- Where, in the opinion of the Superintendent or the Assistant Superintendent, because of the nature of the use, a contract separate from the request for building use is necessary for the protection of the division's interests, such a contract shall be entered into in addition to, or instead of, the typical application form.

Community Use of School Facilities: Use of EquipmentA. Generally

Equipment owned or under the care, custody, or control of the Tazewell County School Board shall not be loaned or rented to any individual or outside organization without the consent of the Superintendent, or designee.

(continued)

COMMUNITY RELATIONS

Community Use of School Facilities: Use of EquipmentContinued:B. On School Premises1. Furniture and Equipment

Any rearrangement of school furniture and/or equipment must be done by the using organization and only after permission has been given by the principal. All such furniture and/or equipment will be allowed access to cafeterias or operation of lighting and other mechanical equipment of the school.

The principal or his representative is authorized to withdraw the use of the school-owned equipment if, in his judgment, the person(s) using it is not exercising reasonable tact, discretion, judgment, or good taste.

2. Public Address Systems

Public address systems amplification systems are available at the discretion of principal.

3. Pianos

If an organization moves the school piano from one level to another, it must pay to have the piano tuned when it is returned to its original position.

4. Cafeterias and Kitchens

Arrangements must be made with the principal and cafeteria manager. Upon request of the principal, an applicant will be furnished a detailed procedure, menu, and fees for providing meals in the school cafeteria for a minimum number. By mutual agreement and arrangement with the principal and cafeteria manager, exceptions to care for special cases on certain occasions may be made.

COMMUNITY RELATIONS

FeesA. Generally

All payments for use of facilities shall be made payable to the Board of Education of Tazewell County. Such payment shall accompany the copy of the approval sent to the Superintendent's office. All rental fees are listed on application forms.

B. Custodial Services

- (1) It is required that a custodian shall be on duty at all times except when the custodian is excused by written permission of the principal. The custodian shall be the regular school head custodian or his substitute as approved by the principal.
- (2) Principals may request the services of additional custodians in proportion to the size of the group or groups to be accompanied. This may be necessary when more than one activity is scheduled.
- (3) Custodial services shall include only unlocking and locking the building, operation of lights, heating the building, setting up chairs and normal clean-up. It is not the duty of the custodian to discipline or supervise groups or to maintain order or remove litter or debris.
- (4) Organizations receiving free use of schools are requested to aid the custodian in setting up and removing chairs, and assisting with the general clean-up.
- (5) Principals will furnish custodial charges to applicant when necessary.
- (6) Custodians assigned to special activities for which they are paid extra are required prior to the opening of school the following day to clean up all areas used. Failure to comply with this regulation by the custodian will result in the withholding of the employee's pay for these services.
- (7) When the duty hours of the custodian include those hours requested by an applicant, there will be no charge for custodial services unless the employee's labor is required over and beyond the usual duties and for such services. When it is necessary for the custodian to return on Sundays, holidays, or in off-duty hours, the employee shall be paid per hour or fraction thereof according to scale.

Approved by the Superintendent: June 9, 1986

Amended by the School Board: July 12, 2004

TAZEWELL COUNTY PUBLIC SCHOOLS
209 W. Fincastle, P.O. Box 927, Tazewell, VA 24651-0927

TODAY'S DATE: _____ **FROM:** _____ **at** _____
 (name of person submitting form) (name of school)

NOTE: Please review all instructions on the reverse side of this form before submitting your request for an activity. Complete each form in its entirety (front and back.)

PROFESSIONAL LEAVE

Nature & Location of Meeting: *(Attach any printed information and where you can be reached.)*

• Overnight Stay: Yes No

• Departure - Date: _____ Time: _____

• Return - Date: _____ Time: _____

• Who will pay expenses: (Check one)

_____ TCPS; _____ Self; _____ Local School; _____ State Dept.; _____ Athletic Dept./VHSL; _____ Other *(Explain)*

 SIGNATURE OF PERSON SUBMITTING REQUEST

 POSITION

USE OF SCHOOL FACILITIES

FACILITY:

Name of Organization: _____

Address: _____

Phone: (w) _____ (h) _____

Billing Address: _____

Activity Planned: _____

Date(s) Facility needed: _____

Beginning Time: _____ Ending Time: _____

Special Instructions, Requests, Etc: (attach information)

NOTE: Principal and party making request for use of facility will be notified by Central Office of determination.

PRINCIPAL VERIFIED ON SCHOOL CALENDAR

FOR CENTRAL OFFICE USE

Use of School: _____

Custodial Services: _____ *Fee Charged* _____

No Charge: _____

Payment Received: _____

Date Received: _____ **TOTAL CHARGES:** _____

NOTE: Fees charged do not involve security, protection against vandalism, or destruction of property. Organization or responsible party using the school facility will be held accountable.

 (Signature of Responsible Party)

FUND RAISING ACTIVITY APPLICATION

SCHOOL: _____

ORGANIZATION: _____

- Explain the purpose of your project.

- How will funds be raised?

- How will proceeds be used?

- How is this activity compatible with school division objectives?

- Does the project support school division:
 curricular objectives? _____
 athletic objectives? _____

 (Signature of Responsible Party)

_____ REJECTED _____ APPROVED _____
 PRINCIPAL _____ DATE _____

_____ REJECTED _____ APPROVED _____
 IMMEDIATE SUPERVISOR (CENTRAL OFFICE) _____ DATE _____

_____ REJECTED _____ APPROVED _____
 SUPERINTENDENT / DESIGNEE _____ DATE _____

INSTRUCTION
FUND RAISING BY STUDENTS

A. **GENERALLY** - Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:

- 1) the need of the organization for funds
- 2) the use the organization plans to make of the funds
- 3) the name of the fund-raising activity
- 4) the extent to which the activity is compatible with school division objectives

B. **SOLICITING ADVERTISEMENTS** - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.

C. **USE OF FUNDS** - No school or school employee may accept funds from any organization that does not follow these guidelines.

INFORMATION REGARDING USE OF SCHOOL FACILITIES

I, the undersigned, acting as the representative of the _____ (group or organization) agree that this group/organization will abide by all rules and regulations of the Tazewell County School Division and will assume full liability for any personal injury, or damage to the facility resulting from the use of the _____ school on the following date(s): _____. I have secured any state or local license(s) required to conduct the activity for which the facility is requested. I further agree that I will be responsible for checking fire exits to ensure they are open and clear of obstruction, making sure that aisles and doorways are not blocked by tables, chairs or other items. The number of occupants will not exceed the posted occupant capacity. No flammable decorative materials will be used for the activity. An audible public announcement, pointing out the fire exits, will be made ten minutes prior to beginning the activity.

Signature: _____ Date: _____

CHARGES – USE OF FACILITY - No charge, except for custodial services, will be made for the use of school facilities by student organizations, recognized teacher or school personnel groups, parent-teacher associations, school-sponsored organizations, or other youth groups approved by the superintendent. A fee of \$15 per hour will be charged all other groups for use of a facility.

CHARGES-CUSTODIAL SERVICES - As a part of this agreement, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied. If the services of more than one employee are required, there will be an additional charge. Services will be computed at time and one-half of the regular rate of custodians.

PROCEDURE FOR PAYMENT - **Please do not pay the school or custodian.** You will be billed from Central Office.