

SCHOOL FACILITIES USE

The Tyler County Board of Education recognizes the interest and the capital investment the county community has in the school buildings, grounds, and other facilities and believes that the same should be available for legitimate community purposes. Thus, Tyler County Schools' properties will be made available for community use in accord with the provisions of this section.

A. Priorities

- I. Requirements and activities of the school program shall receive first consideration in the assignment and use of school facilities.
- II. Functions of Tyler County school-sponsored and school-related organizations shall be given priority over non-educationally related organizations.
- III. Tyler County non-profit community, youth, civic, and recreation-related organizations and functions shall be accommodated as much as possible, subsequent to the stated higher priorities. Youth groups shall be given consideration over adult groups. Non-profit groups or individuals from outside the school district will be approved if the activity is deemed by the Board of Education to provide a community service and to be in keeping with the accepted precepts of the schools and community.
- IV. For-profit organizations and businesses may utilize school facilities for non-profit making activities, provided that the event has a legitimate community purpose.

B. Authority to Grant Permission

The Board of Education shall retain exclusive authority to grant permission to any groups or individuals from outside the Tyler County School System.

C. Fees

Organizations and businesses will be charged a rental fee, except for any school-related organizations. The building principal shall also have authority to waive the rental fee for a specific event that will be held to raise money for school organizations or for a scholarship program.

A flat fee for indirect costs will be assessed at \$10.00 per hour for all in-county non-profit organizations; \$15.00 per hour for all out-of-county non-profit organizations; \$20.00 per hour for in-county for-profit businesses or organizations; and \$25.00 per hour for out-of-county for-profit businesses and organizations.

Any organization using a school facility must have a regular full-time school employee in attendance who has agreed to oversee and take responsibility for the activity. Those individuals may volunteer their time. If time is not volunteered, then the individual shall receive no less than \$15.00 per hour but a different amount may be negotiated between the employee and the organization. Such pay is to be received directly from the organization to that individual.

Where a custodian is needed, the organization will pay \$15.00 per hour with a minimum of one hour service time. However, the custodian and the organization may negotiate a different amount, if they so agree. The custodian will be working directly for the organization under a verbal and separate contract, and no custodian will be required to work those additional hours.

The organization may do their own clean-up after the activity if the individual employee in charge is willing to take responsibility. However, if the Principal finds additional custodial services are needed, he/she may charge the organization for that service and refuse to allow that organization any further use of the facility until such charges are paid.

Kitchen equipment may not be used without a regular full-time cook present. The cook should be paid for no less than 3 ½ hours (1/2 day) in the amount of \$15.00 per hour which is to be paid directly from the organization to the individual. However, a cook may volunteer and make any other desired arrangements since the organization pays the cook directly.

The employee and the organization representative will complete the checklist and sign off at the conclusion of the event and return or review the checklist with the principal.

Outside organizations must furnish, upon request, proof of liability insurance covering the activity.

The Application for Use of School Property can be found in The Tyler County Administrative Procedures Manual.

REFERENCE: Attorney General's Opinion (49 Op. Att'y Gen. 114 (1961); State Supt. Opinions (July 22, 1985 and May 10, 1993); WV Code 18-5-19

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