

MARSHALL COUNTY SCHOOL SYSTEM  
Administrative Procedures  
3.9R1

**Effective Date:** April 7, 2014  
**Revised Date:** January 11, 2017

**Section: Support Services**

**Subject:** Use of Facilities for Visitations/Funerals

**Related Policy:** 3.206 Community Use of School Facilities

**I. DEFINITIONS**

**II. PROCEDURES**

A Marshall County School System facility may be used for the visitation and/or funeral of a student after meeting the following requirements:

1. A Use of Facility form must be completed and approved by the facility's principal and the director of schools;
2. A Certificate of Liability Insurance showing proof of insurance (minimum \$1,000,000) must accompany the completed Use of Facility form;
3. Approval of the Marshall County Board of Education; and
4. Abide by board policy 3.206 Community Use of School Facilities.

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*