

COMMUNITY USE OF SCHOOL FACILITIES

A. Generally

The requirements of the regular school program shall receive first consideration in the use of school facilities. School related organizations, such as the parent-teacher association, shall have priority over non-school related organizations. The use of school facilities for school and student-related activities as well as by outside groups shall be encouraged when these activities will not interfere with the educational program in the schools.

The Botetourt County School Board, pursuant to these regulations, allows the use of school buildings when they are not scheduled by the school or by the Botetourt County Parks and Recreation. These regulations establish the procedures and determines the conditions for the best possible utilization of the physical facilities belonging to the citizens of the community.

The school division reserves the right to cancel/terminate a rental contract for just cause. When school is in session, scheduled use of schools will automatically be canceled when schools close due to inclement weather or emergency conditions. When school is not in session, (e.g. weekends, holidays, etc.) schools may be closed due to weather or other conditions. The outside groups will be notified as soon as possible.

Unexpected need for facility usage by the school /school division or local government for a date(s) will take precedent over any rental agreement for use of the facility.

Eligible Organizations

The School Board has classified various organizations and groups for the purpose of establishing priority and the charging of fees. Definitions:

- Short-Term Use: when an organization requests the use of school facilities for a single non-repeating event. This may be for a single date or multiple dates provided it is within the same week. Each event requires an application.
- Long-Term Use: when an organization requests the use of school facilities for any repeating event and whose intent is temporary occupancy with plans to move into their own facility. The repeating event requires an application.
- Group: any two or more individuals or any duly chartered corporation or organized association having the general purpose to develop and promote civic, educational, charitable, social, religious, recreational, or other community activities.

- Botetourt County Groups: groups as defined herein whose principal activities are conducted in Botetourt County and whose membership consists of a majority of Botetourt County residents.
- Non-Botetourt County Groups: any group whose membership consists of less than a majority of Botetourt County residents.

Category I: Groups associated with the schools or local government:

- a. Programs sponsored by the school, departments or classes of the school, school clubs, etc.
- b. Adult groups associated with the school or local governmental organizations, the Parent Teacher Association, school program boosters' club, etc.
- c. Parks and Recreation Department which sponsors teams, programs and sanctioned events
- d. Botetourt County Fire Departments, Rescue Squads and Sheriff's Department.

Category II: Botetourt County groups not included in Category I

Category III: Non-Botetourt County groups and Botetourt County groups charging admission, fees or accepting donations

Applications and Approval

Category I organizations, other than regularly scheduled school meetings and Parks & Recreation games, must complete a Request for Use of School Facilities (Form 502A), for principal approval, with a copy forwarded to the School Board Office prior to the event. In order for an event to be considered Category I and the group be able to charge admission, fees, or accept donations, all funds must be collected by the Category I organization.

Category II and III organizations must complete and submit for approval both Form 502A and School Board Policy KG-SR, full payment, and a certificate of insurance with general liability limits of at least \$1,000,000 and the Botetourt County School Board listed as an additional insured at least two weeks prior to the event.

The request for use of facilities is not considered to be approved until a signed copy of Form 502A has been received by the applicant.

Applications must be sponsored by eligible groups that reasonably can be held responsible for the payment of charges, compensation for damages to property and for use of the property in reasonable conformity with the regulations on the application.

The School Board discourages the rental of school facilities to individuals.

The Superintendent/designee shall review the on-going usage of facilities by organizations in Categories II and III to determine if it is in the best interest of the school division to continue the facility usage.

B. Long-term use of facilities by Category II and III Groups

The School Board discourages the use of school facilities on a long-term basis. Long-term usage is inconsistent with the community access to public facilities intended by the School Board. Long term use shall be for a period not to exceed six months, and the organization must demonstrate to the satisfaction of the Superintendent that it is actively seeking a more permanent facility or building its own facilities. Demonstration of actively seeking a more permanent facility may include, but shall not be limited to, *(i)* the purchase of land *(ii)* the development of architectural and/or engineering plans for the construction of a new facility or the renovation of an existing facility; or *(iii)* proof of project financing for the construction of a new facility or the renovation of an existing facility, *(iv)* an executed facility lease agreement which by its terms will become available and will be occupied within six (6) months.

In general, if the above conditions are met, a group may apply for a one-time extension not to exceed six (6) months for a maximum total of twelve (12) months. The one time extension, if approved, shall run consecutive with the original request for long-term usage. A progress report and time schedule as to anticipated occupancy of the group's planned facility must accompany both the original and any extension application. The Principal, Superintendent, and School Board must approve the original and any extension application.

No temporary signage greater than three feet tall and four feet wide may be placed on school property, and it must be placed no earlier than one hour before occupancy begins and removed no later than one hour after occupancy ends on each day of use.

E. Outside Groups Providing a Service or Support to Educational Programming

Outside groups providing a service or support to educational programming such as after school programs, before school programs, childcare, etc. shall be required to apply on a monthly basis. The month to month application process accounts for enrollment changes which may impact the continuation of the program at a given school. This status may only be extended to outside groups who serve students in their respective schools. When appropriate, the existing fee structure for facility usage will apply.

F. Protection of School Property

The protection, safety, and care of school property shall be primary considerations in the use of school facilities. Requests that do not support these considerations may be denied.

A school custodian or a School Board employee approved by the principal and who is trained and familiar with the operation of the facility's emergency and mechanical systems shall be on duty at all times the facility is used by outside groups.

If a school kitchen is to be used a school cafeteria employee shall be employed by the outside group to supervise the use of the facility's equipment.

The sponsoring group shall be responsible for crowd control measures, including the employment of police protection when required. The sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment.

Smoking and drinking on School Board property is prohibited. _

All approved facility use is subject to final approval by the principal/designee and/or Parks and Rec staff on the day of the scheduled event. If the determination is made that the facility is not safe or conditions are not conducive for the event to be held safely, then the group may schedule the event at another mutually agreeable time with the school or receive a refund of fees paid.

G. Distribution of Keys

In general, keys to school facilities shall not be distributed to individuals not employed by the School Board.

H. Adherence to Fire Codes

Groups renting facilities are required to adhere to all state and local fire codes. Particularly in this regard, exit doors are to be unlocked, pathways for egress are to be left unobstructed and pyrotechnic devices and open flames are not to be used.

I. Payment of Custodial Charges

Outside groups using School Board facilities shall pay all custodial/cafeteria personnel directly. Outside groups unable to secure the services of a school custodian/cafeteria employee shall not use the facility. The outside organization shall comply with all Federal, State and local laws and ordinances regarding this employment.

J. Hold Harmless Agreement

Groups renting facilities agree to indemnify and hold harmless the Botetourt County School Board, its officers, agents, employees and assigns against all liabilities, losses, damages and expenses including court costs and attorney's fees incurred or suffered by the Botetourt County School Board as a result of or arising out of use of occupancy of the leased premises.

Organizations must submit a Certificate of Insurance, along with the application, to the building principal. General liability limits must be at least \$1,000,000.00 and the Botetourt County School Board shall be noted as an additional insured.

K. Yard Sales and/or "Flea Markets"

School Board or individual school facilities shall not be made available for "yard sale" or "flea market" types of activities.

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