

# DICKSON COUNTY BOARD OF EDUCATION

<b>Monitoring:</b>  <b>Review:</b> Annually, in November	<b>Descriptor Term:</b>  <h2 style="margin: 0;">Community Use of School Facilities</h2>	<b>Descriptor Code:</b> 3.206  <b>Rescinds:</b>	<b>Issued Date:</b> 9-19-19  <b>Issued:</b> August 2014
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When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use. The principal is vested with the authority to approve or deny any request for a level one or two group. The principal will recommend to the Board or executive committee the approval or disapproval of use of the facilities for a level three or four group. The principal shall be responsible for maintaining a record of use of all school facilities by groups or organization outside of the school system that shall include the date, name of the group, hours of use, and person(s) responsible for maintaining the condition of the school facility. Short term group three groups will be approved by the Board's executive committee and group four will be approved by the Board. Group 4 requests will be submitted to the Board of Education at least 30 days prior to the event date, except in cases of emergency as determined by the executive committee.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;
3. Except as provided herein, school facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;
4. All activities must be under adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment;
5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;
6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;
7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;
8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;
9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment;
10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups.
11. Fees for after hours use of school buildings or grounds will be divided into four groups:

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1 a. Group 1

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3 i. Clubs and groups under the supervision of current board employees and considered to be  
4 extensions of the regular school program.

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6 ii. Government entities located in Dickson County who have entered into joint use  
7 agreements as approved by the board.

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9 iii. Adult groups such as PTA and booster clubs organized for the express purpose of  
10 supporting authorized school programs.

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12 iv. Dickson County election commission.

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14 b. Group 2

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16 i. Non-profit character building, recreational and educational groups for school-age  
17 children of Dickson County, such as scouting organizations and recreation associations.

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19 ii. Any organization having established a history of donations to the school system or its  
20 students and seeking to use a facility for non-commercial or non-fund-raising purposes.

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22 c. Group 3

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24 i. Dickson County non-profit groups such as homeowners' associations, political parties,  
25 service clubs and churches or religious organizations using district facilities for non-  
26 commercial purposes or charitable fund raising.

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28 d. Group 4

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30 i. Profit-making groups using district facilities for conducting a commercial enterprise.

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32 **Fee Schedule:**

33 The fee should cover the cost of all utilities and other expenses incurred by the school system.

34 The fees for each group will be established as a percentage of the approved fee schedule:

35 Use of piano \$75.00

36 Use of auditorium/Cafe \$275

37 Use of classroom \$125

38 Use of gym or other Athletic facility \$275

39 School employee: Negotiated through school administration and with employee not to  
40 exceed \$25.00 per hour

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42 Group one (1) will be exempt from all fees.

43 Group two (2) will be at 10% of the fee schedule with a maximum charge of \$250 per year, per  
44 school.

45 Group three (3) will be at 50% of the fee schedule

46 Group four (4) will be at 100% of the fee schedule.-

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1 Any use of facility for a long-term basis, defined as more than five (5) days in a twelve month  
2 period, shall have use and fees negotiated by the Director and approved by the Board in order to  
3 ensure all expenses incurred by the system are covered.

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5 In addition to any fee charged for a group two, three, or four group, that group will be  
6 responsible for contracting with the custodial service contracted by the Board for appropriate  
7 cleaning of the area used. If the group wishes to be responsible for its own clean-up, and the  
8 (principal, executive committee or Board) feels this would be appropriate, that body should  
9 require a reasonable cleaning deposit which will be returned to the group if not needed.

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11 Any group three or four who desires use of the building on a long-term basis, defined as more  
12 than five (5) days in a twelve month period, shall be charged an amount to cover all costs  
13 incurred by the school system. This cost must be negotiated between the group and the director  
14 and approved by the Dickson County Board of Education. Group two organizations may request  
15 to negotiate a long-term contract with the Board of Education.  
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