

AR Code: 5030-R Procedures for Community Use of Facilities

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system. Use of school facilities by community groups will be in accordance with policy 5030, Community Use of Facilities, and Sections I through III of this regulation.

Section IV of this regulation establishes rules for the use of certain outdoor facilities, such as playgrounds and athletic fields, which are available for use by the general public during after-school hours when the property is not otherwise being used (1) for school activities or school purposes, or (2) by a non-school group pursuant to a facilities use agreement

I. GENERAL RULES AND REQUIREMENTS FOR USE – ALL FACILITIES

A. General Requirements

1. Application and Proof of Insurance

All individuals or groups who want to use school system facilities for a meeting or other event must complete a facilities use application and, if required, furnish a satisfactory certificate of insurance.

2. Approval

All requests for use of school facilities are subject to the eligibility requirements established in policy 5030 and approval by the principal or designee as described in Section III.

3. Authorized Use

The use of school facilities will be restricted to the space and the purpose designated in the approved facilities use agreement. The school system assumes no responsibility and shall incur no liability for unauthorized use.

4. Use of Equipment and Technology

a. Unless otherwise specified in the facility use agreement, the following equipment may be used if located in the space identified in the facility use agreement:

- tables
- chairs
- desks
- standard lighting

b. The use of kitchen facilities is strictly prohibited except as provided in section II.D., below.

c. Use of any other school system equipment requires a signed loan agreement as

required by policy 6522, Use of Equipment, Materials, and Supplies by Non-School Groups.

5. Cancellation or Modification of Approved Use

The school system reserves the right to cancel facility use requests/agreements upon 24 hours' notice or to reassign a user to a different room or site. The use of athletic fields may be restricted during wet or inclement weather, as provided in subsection II.A.1.

6. Compliance with Laws, Policies, and Rules

Users of school facilities must comply with policy 5030, Community Use of Facilities, and the applicable provisions of the Americans with Disabilities Act (ADA). Users shall also comply with all applicable federal, state, and local laws, other board policies, any rules established by the site administrator, and the restrictions and conditions established in this regulation.

7. Care of Facilities and Responsibility for Damages

Users of school facilities must exercise the utmost care in the use of the facilities and leave the facilities in at least the same condition of cleanliness as they were found. Users are responsible for any required clean-up costs and/or damages beyond normal wear and may be charged an additional fee, beyond the fees that would be applicable otherwise, to cover such costs.

8. Supervision

Users of school facilities are responsible for supervising the people present at their activities to ensure compliance with all requirements established in this regulation.

9. Designation of On-Site Representative

Each user group must designate an on-site representative who must be present when the facility is opened and must remain on-site at all times during the activity.

10. Risk of Use

Use of school system facilities is at the USER'S OWN RISK and the user assumes full responsibility for personal loss or bodily harm from use of the facility. Neither the school system nor the board of education shall be liable for any loss, damage, or expense that may arise during, or that is a result of, the group's use of the facility.

B. Rules for Facilities Use

1. The possession or use of tobacco products (including electronic cigarettes), alcohol, and illegal drugs on school grounds is prohibited. (See policies 5026/7250, Smoking and Tobacco Products, and 5025, Prohibition of Alcoholic Beverages, for more information.)

2. The possession or use of weapons or explosives carried openly or concealed is prohibited unless specifically permitted by law and board policy. (See policy 5027/7275, Weapons and Explosives Prohibited, for more information.)
3. Games of chance and other forms of gambling are not permitted on school grounds.
4. The use of special effects involving fire or smoke, highly combustible materials, spark-producing objects, or any other open flames, including candles, is prohibited on school grounds.
5. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those present in the facility in the event of an emergency.
6. Users of school facilities must provide adequate supervision to assure that automobiles are not parked on grass, play areas, or in restricted or other areas where they could damage school property or constitute a hazard in the event of an emergency.
7. Trash and recycling must be deposited in the proper receptacles.
8. No decorations or other materials may be applied to walls, ceilings, or floors of school buildings if the materials will mark, deface, or injure these surfaces. Taping to any painted surface or floor surface is prohibited. Thrown glitter, confetti, and similar products are prohibited in school buildings and on school grounds.
9. Nothing may be used which defaces the school facility fixtures, walls, or floors (no holes cut, no nails or screws used, etc.). Cleats, steel clips, or other metal attachments may not be worn on shoes in school buildings.
10. Furniture and equipment may not be moved from one room or area to another unless specifically permitted by the principal. Any furniture or equipment that the user is authorized to move must be returned to its original location. The user must leave everything in the same condition in which it was received.
11. Any items the user leaves behind may be removed or discarded at the user's expense.
12. The number of occupants of any school facility may at no time exceed the posted maximum occupancy in accordance with fire code.
13. If minors will be involved in the use of a facility, they must be supervised at a ratio of at least one adult to every *five (5)* elementary school age students and at least one adult to every *ten (10)* middle school or high school age students. If the use of the facility is for a funeral, the number of adults supervising children does not apply.

14. No animals, other than service animals, may be brought onto school property. (See policy 4202/5029/7272, Service Animals in Schools.)
15. Use of the school facilities must end by the agreed upon time. If the facilities are not vacated by the agreed upon time, users may be subject to additional charges.
16. Users may not rent, sublet, transfer, assign their interests in school facilities, or umbrella their use (i.e., act as an intermediary for other groups to use school facilities).
17. A school system employee (either a janitor or other designated building staff member) must be present to render services necessary in the operation of lights, heat, ventilation, and unlocking and locking of the rooms and hear activities. Users are responsible for the supervision of their own activities and participants anywhere on school property.
18. The user of the facility will contact the local law enforcement department for security at the event. If a fee is charged by the local law enforcement department. The user if responsible for any fees to be paid to the local law enforcement department.
19. If the presence of uniformed fire and/or medical service personnel is necessary for an event, the user is responsible for making the arrangements and paying for the services.

II. RULES SPECIFIC TO CERTAIN TYPES OF FACILITIES

A. Outdoor Athletic Fields

1. Play on fields is prohibited during wet or inclement weather unless specifically approved by the site administrator or designee. To prevent damage to fields, the site administrator or designee may prohibit or restrict play for a period of time following such weather.
2. Golfing or the use of motorized vehicles is not permitted on fields.
3. Field maintenance is prohibited without prior approval from the principal and director of maintenance or other designee.
4. Hitting, throwing, or kicking balls into fences is not allowed.
5. Climbing on the fences, backstops, or goals is not allowed.
6. The use of portable goals (soccer, field hockey, or lacrosse) on athletic fields must be approved in advance by the principal. After athletic play, such goals must either be properly stored off the athletic field using chains to prevent any risk of overturning or be physically removed from the site.

B. Gymnasiums

1. Climbing on stacked bleachers or sporting equipment or apparatus not designed for that purpose (e.g., basketball goals, volleyball uprights and netting, etc.) is not allowed.
2. No street shoes are allowed on the playing area of the gymnasium floor.
3. Users must dust mop the floor before and after use. The dust and dirt must be swept into a dustpan and deposited in the garbage.
4. Use of school system physical education and athletic equipment, supplies, and apparatus is permitted only with the specific approval of the principal and only in the presence of a leader competent to instruct in its use.
5. Bouncing or throwing balls in the hallways is prohibited.

C. Kitchens

1. Kitchen facilities may be used only with the specific permission of the principal or designee in consultation with the director of child nutrition.
2. A regular employee of the school cafeteria, who is familiar with its equipment, must be on duty while the kitchen is being used. This employee shall supervise the use of kitchen equipment to see that it is properly used, cleaned, and stored and to see that all electrical appliances, ranges, gas ovens, and other similar equipment are properly turned off, disconnected, or otherwise made safe for storage after use.

D. Technology Facilities

Use of the school system’s technology, including audio/visual equipment, is not permitted by user groups unless otherwise specified in the facility use agreement or the user has a signed equipment loan agreement covering use of the technology, as required by policy 6522, Use of Equipment, Materials, and Supplies by Non-School Groups. The user will be responsible for replacement and or repair of any damaged or destroyed technology or AV equipment.

III. APPLICATION PROCESS

- *The application form is available online at <http://hyde.k12.nc.us> or the individual may contact the specific school for the application.*
- *The completed application is to be submitted to the principal of the school or to his or her designee for processing. If the request is for the O. A. Peay Office Complex, the request is to be submitted to the administrative assistant to the superintendent.*
- *The completed application may be submitted online, in person, by mail or by fax.*

- *The completed application must be submitted 10 days before the planned event or in the event of the request to use a facility for a funeral, at least 3 days before the service.*
- *Incomplete applications will not be processed and the individual submitting the application will be notified by the school stating what additional information is needed.*
- *The completed application will be processed and approved or not approved by the principal or designee. If the request is to use the O. A. Peay Office Complex, the administrative assistant will process the request.*
- *The staff or designee processing the request will notify the individual of the status of the request for use of the facility. Notification may be in writing, verbally, by email, or fax.*
- *In the event that the initial application has to be modified, the individual submitting the request must complete a new application and submit to the appropriate individual at the facility for processing.*
- *In the event that a waiver of liability insurance is granted, the individual, on behalf of the organization or person requesting use of the facility must sign a Community Use of School Facilities Indemnification, Insurance Coverage, and Criminal Background Check Agreement.*
- *The individual approving the request will provide a written copy of AR Code: 5030-R Procedures for Community Use of Facilities to the individual or organization approved to use the facility.*
- *Facility use fees are included on the application*
- *The staff member processing the request will indicate on the application for use of facility, the anticipated cost, if any, for use of the facility based on projected hours of use and school staff required for the event. The projected cost will be indicated on the approved application.*
- *Final cost for use of the facility, if any, will be calculated by the staff approving the request and a final bill will be submitted to the individual or organization for payment to Hyde County Board of Education within ten (10) days after the event.*

IV. RULES FOR USE OF OUTDOOR FACILITIES BY THE GENERAL PUBLIC

Outdoor property of the school system shall be open to limited use by members of the general public in accordance with the following rules.

1. The following outdoor facilities, and no others, are available for use by the general public for recreational purposes:

- elementary school playgrounds
 - walking trails
 - athletic fields
 - athletic tracks
2. Public use of outdoor facilities is permitted only between the hours of 6:00 p.m. and 8:00 p.m. on days when school is in session and between 8:00 a.m. and 9:00 p.m. on days when school is not in session.
 3. Public use of outdoor facilities is not permitted when:
 - a. the property is being used for school activities or school purposes;
 - b. the property is being used by a non-school group pursuant to a facilities use agreement;
 - c. the site administrator or designee has determined that the property should be temporarily removed from use for maintenance or the proper preservation and care of the property;
 - d. when the site administrator or designee determines that public use would otherwise interfere with the safe and efficient operation of the school or a school activity, or use by a non-school group pursuant to a facilities use agreement; or
 - e. when notice is posted that the facilities are reserved or are closed to public use.
 4. The following conduct is prohibited while using school system outdoor facilities:
 - a. possession or use of tobacco products (including electronic cigarettes), alcohol, and illegal drugs;
 - b. possession or use of weapons or explosives carried openly or concealed, unless specifically permitted by law;
 - c. gambling or participation in games of chance;
 - d. use of special effects involving fire or smoke, highly combustible materials, fireworks, spark-producing objects, or any other open flames, including candles; and
 - e. littering or leaving trash behind.
 5. The use of athletic fields is subject to the requirements in subsection I.A. of this regulation.
 6. Site administrators are authorized to establish other terms or conditions for the use of outdoor facilities as deemed necessary.

7. While on school property for recreational purposes, members of the public shall follow all reasonable directives from school employees, follow all posted instructions, and promptly leave the premises if asked to do so by a school employee.
8. Individuals who violate the rules established in this regulation or other rules of the site administrator may be barred from further use of school system outdoor facilities.
9. Use is at the USER'S OWN RISK and the user assumes full responsibility for personal loss or bodily harm occurring while using the school system's outdoor facilities. Neither the school system nor the board of education shall be liable for any loss, damage, or expense that may arise during, or that is a result of, such use.

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