

### **Community Use of School Facilities**

#### **WHO MAY USE**

The Board encourages the use of school buildings by school-related groups, Parent-Teacher-Student Associations, or other parent groups whose purpose is to serve or benefit the school program. Regular rental fees shall not be charged to school-related groups. Such groups shall reimburse the school district for any additional personnel costs.

The Board may authorize the use of school property by public members of the community during non-school hours for the purpose of recreation, sport, academic, literary, artistic, or community uses as defined in KRS Chapter 162 pursuant to this and other policies adopted by the Board and related procedures established by the Superintendent.<sup>1</sup>

School facilities shall not be used for personal or commercial activities, except as noted in the provision below.

#### **AVAILABILITY**

Non-profit organizations, governmental agencies and individuals may use school buildings or facilities for lawful public assemblies. For-profit organizations may use school buildings or facilities for the purpose of providing before or after school enrichment and other educational programs for the benefit of students in attendance at the school. Use of facilities shall not interfere with school functions and operations. Groups shall obtain necessary approvals and pay appropriate fees and costs prior to the usage.

The Superintendent shall establish procedures for the use of school facilities. Such procedures shall include the provision that the use of tobacco products and electronic cigarettes in or on any property owned or operated by the Board is prohibited.

#### **CHARGES**

A schedule of charges shall be developed to cover the cost of the purchase or use of District equipment, supplies, and human services required to respond to legitimate requests by individuals or organizations. Charges shall be reviewed and adjusted annually or more often if necessary in order to provide for adequate reimbursement for supplies and services.

Pursuant to this policy, the Superintendent shall establish and implement a facility use procedure for the use of school buildings by school-related groups and other organizations or individuals. Such procedures shall include a schedule of rental fees and charges.

Revenues from any real estate holdings acquired in anticipation of future school needs or from the rental of property which may be temporarily unused for public school purposes shall accrue to the appropriate fund under the Board's management and control.

#### **APPLICATION**

The District shall utilize an official application form which shall detail the conditions of usage. Persons authorized to represent officially the renting individual/organization must sign the application. Approval of a request to use District facilities does not signify District sponsorship, endorsement or approval of an organization or activity.

**Community Use of School Facilities****LIABILITY**

The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.

**INSURANCE**

The individual or group shall provide a certificate of liability insurance for a minimum of \$1 million per occurrence and \$2 million aggregate naming the Board as an additional insured under the policy for the activity.

**REFERENCES:**

<sup>1</sup>[KRS 162.055](#)

[KRS 158.183](#); [KRS 160.290](#); [KRS 160.293](#)

[KRS 160.340](#); [KRS 162.050](#)

[OAG 60-389](#); [OAG 80-78](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)

**RELATED POLICIES:**

05.31; 10.3

Adopted/Amended: 8/4/2020

Order #: 2020-106

**Community Use of School Facilities**

As stated in Board policy 05.3, use of school facilities requires an approved application and \$1 million General Liability insurance for each event. For organizations without the required insurance coverage, a Special Events insurance policy may be purchased by the organization through the District with completion of the appropriate Special Events Insurance Application and payment prior to the event.

All forms and applications may be found on the District Business Services Division webpage.

Required conditions of rentals are outlined in Board policy 05.31.

Review/Revised:6/23/2020

**District Facility Usage Forms**

Use of school facilities requires an approved application and \$1 million General Liability insurance for each event. For organizations without the required insurance coverage, a Special Events insurance policy may be purchased by the organization through the District with completion of the appropriate Special Events Insurance Application and payment prior to the event.

All forms and application may be found on the District Business Services Division webpage.

Review/Revised:6/23/2020

## **Rental Application and Contract**

### **CONDITIONS OF RENTAL**

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the Superintendent or the Superintendent's designee.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that contract shall include:
  - a. Acceptance of responsibility by individuals, or officials of the renting organization for any damage or loss resulting from the rental;
  - b. Agreement that renting by individuals, or organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities, as evidenced by a certificate of insurance naming the Board of Education of Jefferson County as an additional insured, and shall hold the Board harmless from any such claims against it;
  - c. Agreement to observe all fire and safety regulations;
  - d. Agreement that the use of any tobacco product, alternative nicotine product, or vapor product shall not occur on or in all property. The use of alcoholic beverages is prohibited in school buildings or on school grounds;
  - e. Observance that no immoral or illegal activity shall be allowed on the premises;
  - f. The presence of a school custodian at all times. The hourly wage of the custodian(s) must be included in the contract along with the social security and retirement payments required by law. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;
  - g. Agreement that no alterations to the buildings or grounds be made without prior approval;
  - h. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
  - i. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
  - j. Agreement to leave the facilities in as good a condition as before used.

### **REFERENCES:**

[KRS 162.055](#); [KRS 438.050](#); [KRS 438.305](#); [KRS 438.345](#)  
[OAG 81-295](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

### **RELATED POLICIES:**

03.1327; 03.2327; 05.3; 06.221; 09.4232; 10.3; 10.5

Adopted/Amended: 8/4/2020

Order #: 2020-106