

# COMMUNITY USE OF DISTRICT FACILITIES

Code **KF-R** Issued **1e**

- B. Permission to use District facilities can be granted by the school principal or designee and the Superintendent or designee when in the Superintendent's sole discretion, such use will not interfere, conflict or compete in any way with the regular programs and activities of the District. Such permission shall be documented by a written facility use agreement, as further outlined in Section III.
  
- C. The principal or designee in charge of the facility shall be present and visible at the event whenever buildings are assigned or scheduled for public use and shall be responsible to the Board of Trustees.
  
- D. All activities must be conducted under appropriate adult supervision by the user group (organization granted the agreement for use) using the facility. An adult is defined as being 21 years of age or older. The adult supervisor(s) must (a) be identified by the user group in advance in writing to the principal or designee, (b) be in attendance at all times, and (c) accept the responsibility for the care of the District facility and equipment, the conduct of their group while using the facility, confining the activities of the group only to the area specified in the written agreement, using only equipment listed in the agreement, and leaving the premises at the time specified in the agreement.

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**III. Terms, Conditions and Acceptance of Agreements.**

The Superintendent or designee is authorized to enter into agreements with groups for the use of District property for terms and conditions as follows:

**Facility Use Agreements.** Unless specifically granted as part of the Terms and Conditions of a Purchase Order or Contract under the district Procurement Code or other policy, all Community Use of District Facilities granted under Policy KF for Category B and C user groups shall be documented by a Facility Use Agreement providing for use by a single user group for a single event or a recurring event for a period of less than one year. All charges will be due and payable 10 days prior to the event.

**Fee Schedule for Facility Use.** Category B and C users granted rental and facility use agreements up to one calendar year will be charged fees according to the KF-E2, Fee Schedule for Facility Use. Charges for each of these agreements will be based on:

1. A

**IV. Process for Requesting Use (Category B and C User Groups).**

**A. Process Description / Steps Required.**

1. Groups or persons interested in using District facilities must submit form KF-E1, Request for Use of District Facilities (the “Form”) with the Executive Director of Facilities.
2. All sections of the Form shall be filled in as completely and legibly as possible and according to the instructions listed on the form.
3. The principal or designee shall determine if the area of the facility requested for use is available, and that the time and area requested will not interfere with normal school functions and curricula and is in the best interest of the District and community. The principal shall approve the area of the facility requested for use or designate an alternative area as required and shall note the area assigned on the Form. To the maximum extent possible, the principal or designee should ensure all questions have been resolved and noted on the contract concerning the use of the District facility.
4. The principal or designee shall provide written verification to the Executive Director of Facilities that the event has been approved and will not conflict with any other use at the facility.
5. The Executive Director of Facilities shall receive the Form and ensure a Certificate of Insurance for liability coverage is provided. Applicable fee charges shall be calculated and noted on the Form. All arrangements, terms of use and schedules shall be confirmed with the principal or designee and the requesting group.
6. The Executive Director of Facilities shall issue the approved and signed agreement and an invoice for any applicable fees. Payment must be received 10 days prior to the day of the event.
7. Prior to the event or first use of the area, the assigned principal or designee is responsible for inspecting the facility to ensure that the area is clean and ready for use. The assigned principal or designee should welcome and support the user group in a professional manner. Following the event, the assigned principal or designee shall examine the area to ensure it has been left in the condition found. Any discrepancies must be documented and reported to the principal or designee. The principal or designee shall report the damage to the Executive Director of Facilities immediately. The Executive Director of Facilities is responsible for collecting damages assessed from the user group.

**B. Special Rules Concerning the Process for Requesting Use.**

1. Should a conflict occur over the use of a District facility, District programs shall always have first priority up to 6 days prior to the day of the event. For District stadiums, District programs shall always have first priority. In general, priority for use of District facilities, e

2. Rock Hill Schools shall not be liable for damages, in the event the facility is not able to be used pursuant to the facility use agreement except for the refund of any facility use fee which may have been paid in advance.
3. The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct

- I. **Signage and Promotional Materials.** The use of promotional materials and signage on the day of or during the event shall be coordinated with and approved by the principal or assigned administrator.

**VI. Fees Assignment and Collection.**

- A. The assignment of fees shall be the responsibility of the Facility Use Coordinator and shall be in accordance with Policy KF.
- B. Other modifications, waivers or exceptions to these administrative procedures not otherwise