

PROCEDURE

Application for Use of School Facility

The following guidelines should be followed when processing a Facility Use Application.

AGENCY/INDIVIDUAL facility

Any agency, group, or individual interested in using a school (classroom, auditorium, gym, ballfield, etc.) **MUST**

- Submit a completed Facility Use Application to the building level principal **at least two weeks** (ten working days) in advance of the event.
- Sign and date the application as indication of a contractual agreement to abide by school policy and payment requirements.
- Attach to Application Form:
 1. A check in the amount of \$25.00 for the security deposit (the deposit is non-refundable if the event is cancelled; otherwise, the deposit will be applied to the Invoice)
 2. Proof of liability insurance (church and private sector for profit sports, dance, and exercise groups)

NOTE: School use of facility for students, staff, extracurricular activities etc. has **PRIORITY** over other use of (Board Policy)

SCHOOL/PRINCIPAL

The school principal or administrative designee will evaluate each Facility Use Application in accordance with Board Policy (on back of application) and **SHALL**

- Determine availability of requested space.
- Write on application the specific staff needed, time, total hours, etc. If personnel are to be employed for additional time to open the facility, clean and close after contracted hours, denote in Comments Section.
- Denote in Comments Section of application form special arrangement/conditions you want the Agency/Individual to adhere to, such as the presence of uniformed police for security, repair of field, use/cost of renting equipment (if available), and exceptions. (Example: If a person on your staff is volunteering time to act as the supervisor, state under Comments so the Agency/Individual will not be charged.)
- Refer to Board Policies and Fee Structure to answer questions on costs
- **INDICIATE TO AGENCY/INDIVIDUAL** that charges will be made by the School-Community Relations Office.
- Sign and date the application checking approved or denied
- **Denied application:** the principal shall return a copy of the application to the requesting party and explain that the request does not have his/her approval.

- **Approved application:** the principal shall assign staff (custodian, facility supervisor, cafeteria staff, etc.) as needed and discuss with the staff member his/her job description and expectations. **MAINTAIN** time sheet of all employees.
- Send approved application (original and 2 carbons) with appropriate attachments (\$25.00 security deposit, proof of liability insurance if required) to the School-Community Relations office. **MAINTAIN** copy of application form for school records.

NOTE: After the activity, notify the School-Community Relations office **IMMEDIATELY** if the Agency/Individual exceeds contracted hours.

SCHOOL-COMMUNITY RELATIONS

Upon receipt of the application with appropriate attachments, the School-Community Relations office will begin processing the application in the following manner:

- Check application form for the principal's or designee's signature.
- Review and co-sign application, if approved.
- Prepare **INVOICE** in accordance with the fee structure approved by the Board of Education.
- Mail **INVOICE** and copy of the original application to agency/individuals.
- Receive and deposit payments for use of school facility and issue receipts.
- Monitor payment.
- Inform school of cancellation.

AGENCY/INDIVIDUAL

Upon receipt of the **INVOICE** from School-Community Relations office, the agency/individual **SHALL**

- Check **INVOICE** carefully and call the School-Community Relations office (627-2645) immediately if there are any questions or concerns.
- Read the application carefully, denoting the staff assignments and comments section recorded by the principal. Call the local **SCHOOL** if you have any questions about the completed application.
- Send or hand deliver payment in full to the School Community Relations Office, Rockingham County Schools Administrative Office, 511 Harrington Highway, Eden, NC 27288, **AT LEAST FIVE (5) WORKING DAYS** prior to the event. **FAILURE** to do so will void the application, and the event will be cancelled.
- **ABIDE** by board policy and procedure outlined on the **FRONT** and **BACK** of the application.

Facility Rental Fee Distribution

All facility rental fees collected during a typical year (July 1 – June 30) will be appropriated at the end of that school year in the following manner.

Distribution %	Distribution Source
35%	Utilities (Rockingham County Schools)
25%	Schools (Individual Participating Schools)
25%	Administration (Rockingham Co. Schools)
15%	Maintenance (Rockingham County Schools)

Rental fee shares distributed at the end of the school year will not include fees collected for labor (site supervision).

FACILITY RENTAL GROUP CLASSIFICATION

Determination of charges for facility use shall be based on classification.

- A. NON-SCHOOL GROUP: A rental fee plus personnel costs as required by the building principal.
 - 1. General Public
 - 2. Businesses
 - 3. Religious Groups
 - 4. Civic Clubs
 - 5. Political Parties
 - 6. Fraternal Organizations

- B. NON-SCHOOL PUBLIC INTEREST AGENCY: A facility fee plus personnel costs as required by the building principal. A swap-off agreement may be substituted for standard rental charges.
 - 1. Agencies/Councils serving public groups.
 - 2. Rural Fire Departments Serving RCS System
 - 3. YMCA's and Scouting
 - 4. Class Reunions

- C. GOVERNMENT AGENCY: No rental fee charged, but personnel costs as required by the building principal are charged.
 - 1. Cities
 - 2. Towns
 - 3. Parks and Recreation Departments
 - 4. Community College
 - 5. County Agencies
 - 6. Political Forum (Open and Non-Partisan for Voter Information)

- D. ADOPTER/PARTNER: No rental fee charged, but personnel costs as required by the building principal are charged.
 - 1. Organizations officially classified as RCS Adopters and/or Partners

FACILITY SEATING CAPACITY

SCHOOL	MEDIA CENTER	AUDITORIUM	GYM	GYMNATORIUM	MULTI-PURPOSE ROOM	CAFETERIA
Bethany Elementary	75		800		50	150
Central Elementary	30					216
Dillard Elementary	50				750	250
Douglass Elementary	35	425	500	225		300
Draper Elementary				200		240
Holmes Middle	100		1200		92	328
Huntsville						
Lawsonville Ave. Elem.		350				180
Leaksville-Spray Elem.						
Lincoln Elementary	28		210	500		150
McMichael High School	100	328	1405			288
Monroeton Elementary	30			200		124
Morehead High School	85	1700	2500			500
Moss Street Elementary	35			350		
New Vision	40			300		133
Reidsville High School	80	1600	1576		150	341
Reidsville Middle	60		450		250	250
Rockingham High	125	752	1142			300
Rockingham Middle						
South End	48			300		
Stoneville Elementary	61	800	1200			240
Wentworth Elementary	50	300	600		Classrooms 30	300
Western Rock. Middle	48	688	1000		50	220
Williamsburg Elementary	50		250			155

Overview of Facility Use

Through the enactment of the Community Schools Act of 1981, the community has access to school facilities after the regular school day has ended. Any individual, community group or agency interested in using one of Rockingham County School System's facilities should contact the principal of the individual school to determine the availability of the specific space (gym, cafeteria, classroom, auditorium, etc.) and to secure a Facility Use Application.

BOARD POLICY

USE OF SCHOOL FACILITIES FOR NON-SCHOOL PURPOSES

The Community School Act of 1981 encourages the use of public school facilities by non-school community groups. It is the intent of the Rockingham County School Board to comply with this statute and to permit use of school facilities when such neither infringes upon nor interferes with the best interest of the Rockingham County School System or the local communities.

USE OF SCHOOL FACILITIES WILL NOT BE APPROVED FOR ACTIVITIES WHICH:

- (1) promulgate any theory or doctrine subversive to Federal or state statutes or any political subdivision thereof.
- (2) advocates governmental change by violence.
- (3) violates the canons of good morals, manners or taste, energy conservation, or May damage buildings, grounds or equipment.
- (4) conflict with school activities.
- (5) discriminates in the legal sense.

Requests to use a school facility shall be made to the school principal. The coordinator is responsible for conferring with the school principal whose facilities are involved before making a final decision.

A user fee will be charged to all groups using school facilities to cover expenses for utilities, site supervision and maintenance of the facilities. The charges levied shall be in accordance with Systemwide Administrative Regulations DFG-R. In addition, a mutually agreed and understood contract must be executed between the Rockingham County School Board and the lessee.

The Rockingham County School Board reserves the right to cancel or amend, at any time, the agreed contract.

Priority of Use

With the increasing demands being placed on school facilities by the students, staff and community, it is imperative that the building level principal and his/her administrative staff be given ample opportunity to schedule the school facility for "school activities" before making commitments to other groups. Any individual, group, or agency wishing to use the school facility for a meeting, performance, or other activity **MUST** contact the school principal as soon as possible and discuss the feasibility of using the school. A Facility Use Application must be completed, signed and submitted to the principal for assignment of staff, specific comments of instruction, and signature.

EQUAL ACCESS ACT

Congress passed the Equal Access Act (EAA) in 1984. Under the EAA, all student-initiated groups must be provided equal access to school facilities if any noncurriculum group is allowed to use school facilities. The use of school facilities during noninstructional time by a noncurriculum group creates a limited forum for student expression. In a limited forum, content-based restrictions cannot be imposed unless justified by a compelling governmental interest. School districts can avoid the EAA's obligation of a limited forum by rejecting federal aid or by making sure all student groups are curriculum related.

The court considered the definition of noncurriculum group in *Board of Education of Westside Community Schools v. Mergens (1990)*. They concluded that a noncurriculum group is "any student group that does not directly relate to the body of courses offered by the school." To determine whether a club is directly related to the body of courses, the Court created the following criteria:

1. The subject matter of the group is actually taught in a regularly offered course; or
2. The subject matter of the group will soon be taught in a regularly offered course; or
3. The subject matter of the group concerns the body of courses as a whole; or
4. Participation in the group is required for a particular course; or
5. Participation in the group results in academic credit.

The plurality in *Mergens* emphasized the distinction between government speech endorsing religion which is forbidden by the Establishment Clause and private speech endorsing religion which is protected by Free Speech and Free Exercise clauses. Therefore, a student-initiated religious group sponsored by a school is unlawful.

Recommendations regarding student facility use:

1. All student-initiated groups that are not school sponsored will complete a Facility Use Application.
2. Principals will decide whether or not student-initiated noncurriculum groups require liability insurance.

3. Principals will decide whether or not student-initiated noncurriculum groups require charges for personnel and utility costs.
4. Student-initiated noncurriculum groups will provide background information (name of organization, charter, purpose, etc.) to principals.

Operation of Special Camps

SPECIAL CAMPS OPERATED IN RCS SCHOOL FACILITIES

1. Teacher/Coach Employee Rents Facility:

The employee may rent school facilities and operate a special camp as a for-profit private agency. The employee must provide proof of liability insurance (\$1 million minimum), and pay standard rental fees as specified in Rental Group Classification under section (A) Non-School Group. Fees may be collected from students by the employee, and none of the money or payroll is processed through the school system's finance department nor does Rockingham County Schools assume any liability. All materials must specify that the activity in question is not school sponsored.

2. School Booster Club Use of Facility:

A school club may use school facilities and operate a special camp. The activity must have the approval of the building principal as something of benefit for students and the school. The club must provide proof of liability insurance (\$1 million minimum). Fees may be collected by the club and none of the money or payroll is processed through the school system's finance department nor does Rockingham County Schools assume any financial liability. The school district will be responsible for all utilities.

06/28/94

Rockingham County Consolidated Schools FACILITY USE APPLICATION

INVOICE #: _____

Application Date: _____

- _____ NON-SCH. GROUP
- _____ NON-SCH. P.I. AGENCY
- _____ GOVT AGENCY
- _____ ADOPTER/PARTNER

School Requested: _____

Space(s) to be Used: _____

Equipment needs (*be specific*): _____

Number Persons Expected: Adults _____ Children _____ Total _____

Purpose of Rental: _____

Name of User Organization: _____

Check One: Will Fees Be Charged At This Event? Yes No

Contact Person: (*Please Print*)

Name: _____

Address: _____ Day Phone Number _____

Evening Phone Number _____

Month(s)	Specific Date(s)	Time of Entry	Time of Departure	Total Hours
			Total Hours	

I HAVE READ BOARD POLICY (ON BACK) AND AGREE TO THE FOLLOWING:

- To abide by Board Policy (On Back) governing facility use.
- To pay invoice at least five working days prior to use of the facility. Failure to do so will void this request.
- To be billed for damages and additional hours utilized by agency beyond contract hours stated above.
- To pay a \$25.00 non-refundable security deposit (if applicable). The deposit will be applied to the invoice.
- In the event of cancellation, the security deposit is non-refundable/non-transferable.

Signature of Applicant

Date

TO BE COMPLETED BY SCHOOL PRINCIPAL

Personnel Required (Indicate numbers)

_____ Custodian	_____ # hours	_____ Cafeteria Employee	_____ # hours
_____ Facility Supervisor	_____ # hours	_____ Other _____	_____ # hours
_____ Technician	_____ # hours	_____ None	(Please Specify)

COMMENTS/SPECIAL INSTRUCTIONS: _____

ATTACHMENTS:

- \$25.00 Non-refundable Security Deposit
- YMCA, Recreation Department Child Care and Church Groups: One Million Dollar Certificate of Liability Insurance Required.
- Private Sector for Profit Sports/Dance/Exercise Groups: One Million Dollar Certificate of Liability Insurance Required.

Approved

Approved

Denied

Denied

School Principal

Date

Community Schools Director

Date

White / S-CR OFFICE

Canary / APPLICANT

Pink / SCHOOL

RENTAL FEES

INTERIOR SPACE	RATE SCHEDULE #1 FEE/HOUR	NON-PROFIT RATE SCHEDULE #2 FEE/HOUR
Auditorium-High School (Under 1000)*	\$45.00	\$16.00
Auditorium- High School (Over 1000)*	\$65.00	\$23.00
Auditorium – Elem. & Middle School*	\$40.00	\$14.00
Band Room	\$30.00	\$11.00
Choral Room	\$30.00	\$11.00
Dining Hall	\$30.00	\$11.00
Dining Hall + Kitchen	\$50.00	\$18.00
High School Gymnasium	\$50.00	\$18.00
Middle School Gymnasium	\$15.00	\$ 6.00
Elementary School Gymnasium	\$10.00	\$ 4.00
Library/Media Center	\$30.00	\$11.00
Multi-Purpose Room	\$30.00	\$11.00

*Half rate for set-up and rehearsal time

EXTERIOR SPACE

Playgrounds	No Charge	No Charge
Practice Field	No Charge	No Charge
High School Baseball Field**	\$50.00	\$18.00
High School Football Field***	\$100.00	\$35.00

** Add \$40.00 per hour for lighted Fields

***Add \$60.00 per hour for lighted Fields

MINIMUM TWO HOUR CHARGE PER SPACE PER OCCURANCE

	SUPERVISION RATES/HOUR	EMPLOYEE PAY/HR
Cafeteria Employee	\$16.00/hr	Time & a-half
Custodian	\$16.00/hr	Time & a-half
Certified Supervisor	\$20.00/hr.	\$16.75/hr
Certified Technician	\$20.00/hr.	\$16.75/hr.
Student Technician	\$ 6.00/hr.	\$4.25/hr.

Rate schedule #1 is the fee structure used for NON-SCHOOL GROUPS.

Rate schedule #2 is the fee structure for NON-SCHOOL PUBLIC INTEREST AGENCIES.