

1. During the time period school is not in session, user groups will pay a fee for utility costs associated with their use of school facilities, when such use is designed to raise funds or to field a team, of which any member of the team is not a school team member at the school being used for the activity. This is intended to cover such uses as, but not necessarily limited to, clinics for various athletic events. Examples are: cheerleading clinics; baseball camps; basketball clinics; volleyball clinics; etc., where any participant is not a member of the team for the school where the camp is being conducted, or where the clinic or camp sponsor is not a member of the school coaching staff performing work as part of his or her duties as a school coach. (Form KG-F1, *School Facilities Use Form*, shall be submitted to the Chief Financial Officer for approval).
2. All requests for use of school facilities by non-school groups shall be submitted using Form KG-F1, *School Facilities Use Form*, to the Chief Financial Officer, who will then contact the local school principal to determine the availability of the facility for the date(s) requested. Upon approval of facility use by a non-school group by the Chief Financial Officer, a copy of the approved application will be sent to the local school principal. An *Energy Management Request Form* will be completed by the Chief Financial Officer and submitted to the Facilities Department for the approved event.
3. The following categories of non-school groups may request the use of school facilities (see definitions):
 - a. school-affiliated organizations;
 - b. government agencies;
 - c. groups officially affiliated with Boy Scouts or any other Title 36 (patriotic) youth group as outlined in final regulations adopted by the U.S. Department of Education regarding the Boy Scouts Equal Access Act (BSEAA);
 - d. civic groups;
 - e. recitals, rehearsals and exhibits involving our school children.
4. Requests for use of facilities by non-school groups shall include information concerning:
 - a. reason for desiring use of facility;
 - b. length of such usage;
 - c. regularity of usage;
 - d. size of group anticipated;
 - e. specific facility desired.
5. Upon approval of Form KG-F1 by the Chief Financial Officer, the non-school user group will be expected to submit payment as follows:
 - a. A deposit of one-third (1/3) of the rental fee, using the hourly rate from the Rate Table, shall be submitted within five (5) business days of written approval of Form KG-F1, if the date(s) of the event is greater than three months from the application. The remaining balance of the fee will be due 30 days prior to the event.
 - b. Full payment must be submitted within five (5) business days of written approval of the Form KG-F1 date(s) if the event is less than three months from the date of application.
 - c. Cancellation of the contract by lessee shall result in forfeiture of the deposit. For multiple day contracts, the deposit shall be applied equally to each day of the contract. Therefore, cancellation of any (and each) day of a multiple day contract shall result in the forfeiture of the deposit for said day(s). A fee of \$50.00 will be charged to lessees requesting a new contract after previous cancellation of a contract for which no deposit was made.
 - d. Once payment has been rendered, no refund will be made for facility use or services of the Board of Education employees.
6. Use of the high school theaters or middle school auditoriums shall also require the completion of Form KG-F2, *Theater Set-Up Arrangement*. In no instance will a non-school group use theater or auditorium facilities without completing Forms KG-F1 and KG-F2.
7. If approval is granted for use of an auditorium and/or theater, users shall be required to sign a *Lease Agreement*, Form KG-F3. Additionally, a security deposit of \$250.00 for middle school auditoriums and \$500.00 for high school theaters will be required at the time the signed *Lease Agreement* is submitted to the Chief Financial Officer.
8. All non-school user groups shall be required to carry liability insurance with a minimum limit of \$1,000,000. Proof of insurance shall be attached to Form KG-F1, *School Facility Use Application*, when it is submitted to the Chief Financial Officer for approval. Non-profit community organizations may request a waiver of the insurance requirement. The Superintendent or the Chief Financial Officer will review each request for a waiver individually.
9. Fees for the use of school facilities will be charged in accordance with the Rate Table on page 2 of Form KG-F1. The costs shown in the table **do not** include the charges for custodial services, police supervision, equipment operators, theater/auditorium managers, or food service managers. The base fee entitles the user to a maximum of three (3) hours. Beyond the initial three (3) hours, the user group will be charged on an hourly basis at the rate indicated. User groups shall be required to utilize custodians, other Board employees, and police supervisors as directed by the Chief Financial Officer. The user shall remit payment for services of other Board employees in the form of a check made payable to each employee. Payment for custodial services should be made payable to the company providing the service. Checks for custodial services are to be submitted to the Chief Financial Officer who will forward the check to the appropriate account manager. Although no fee is charged for the use of outside play areas or parking lots, groups desiring the use of these areas must complete and submit Form KG-F1 to the Chief Financial Officer.
10. If school-owned equipment is used, a Board employee, or someone approved by the principal, must be employed as an equipment operator. The user group will pay for this operator's time based on a minimum charge of three hours wages at the rate specified on Form KG-F1. If more than three hours is required, the user group will be charged for each additional hour. Payment for this service shall be made by check as outlined in item #9 above.
11. Potential church groups shall be required to furnish a copy of the Rockdale County deed in the name of the church group before the Chief Financial Officer completes the processing of the application. Church groups requesting approval for long-term use of facilities shall be required to complete construction of the church facility within one calendar year after the approval of the use of school facilities by the church. Long-term use of any Rockdale County school facility can be terminated if circumstances warrant

such action. Non-payment of fees warrant such action. Payment of fees may be made weekly or monthly to the Chief Financial Officer. Checks should be made payable to **Rockdale County Public Schools**. Usage fees for church groups will **not** be waived.

12. Limited waivers may be considered, if the requesting organization and the function for which facility use is requested meet all the following guidelines:
 - a. organization requesting use is a non-profit or a governmental agency;
 - b. the function is non-profit, open to the general public, and no admission fee is charged;
 - c. the function will provide a direct benefit to the mission of Rockdale County Public Schools or to the community.
13. Each user group shall agree to and sign a "hold harmless" agreement as part of the agreement approving its use of school facilities. The user group shall agree to hold harmless the Rockdale County Board of Education for any injury or damage to the person or property of any persons in the use of said premises, and to defend at the user group's expense any legal action which may be brought against the Rockdale County Board of Education or school personnel for personal injury and/or property damage resulting from the period of use.
14. No activity that violates federal, state, or local law will be allowed. All activities that are conducted in a school facility will be conducted in compliance with all applicable laws and ordinances and in keeping with reasonable standards of behavior. No guns, alcoholic beverages, tobacco, or tobacco products will be permitted on school premises.
15. School facilities shall not be rented or leased to individuals.
16. An employee of the Board of Education or assigned custodial staff must be present to open and to secure the building and to supervise the non-school use of the building during the entire time the building is in use.
17. No group shall be given permission for use of facilities on a continuing basis for longer than one year.
18. If the Superintendent/Designee determines that requested use of school facilities could prove detrimental to the school or the community or if it is reasonably determined that such use could result in property damage or destruction, such request shall be denied.
19. The Board reserves the right to cancel scheduled events, if necessary. Further, the Board reserves the right to require the execution of a contractual agreement between itself and a user group, and, if deemed necessary, may demand a surety bond prior to allowing any group the use of a school facility for non-school activities.
20. As a general rule, school classrooms and libraries are not available for use unless specific requests for use of classrooms and/or libraries have been approved by the Chief Financial Officer.
21. Due to the design of the elementary physical education facilities, use of these buildings shall be limited as follows:
 - a. Outside groups shall be limited to passive activities, and their use shall be short-term in duration.
 - b. Any equipment, materials, etc., to be used in the building by the outside group shall be specifically approved by the principal prior to the use of the facilities.
 - c. The use of tobacco products and refreshments is prohibited.
22. Determining the use of baseball fields is delegated to the Chief Operational Officer and high school principals. The principal shall designate an appropriate staff member to be present when an outside group uses the field.

Definitions

For purpose of this policy and the regulation, the following definitions apply:

School Facility - Those properties owned and operated by the Rockdale County Board of Education and used in the instructional program for students of the school system.

Non-School Use - Use of facilities for purposes other than for school-affiliated activity, regardless of the purpose(s) or sponsor(s).

Custodian - An individual whose normal assignment is that of a custodian at a specified school facility.

School Equipment - Any items other than furniture and standard electrical fixtures, i.e., projectors, spotlights, kitchen items, etc.

Civic Group - A generally recognized club operating under a formal charter, whose provisions include as an objective of the club, service to the Rockdale community.

Boy Scout and Title 36 Youth Group - Any group officially affiliated with the Boy Scouts and Title 36 (patriotic society) youth group as defined by regulations adopted by the U.S. Department of Education.

School-Affiliated Activity - An activity that involves students and/or teachers of the Rockdale schools and directly supports the ideals and objectives of the school program.

School-Affiliated Organizations - Those organizations sponsoring school-affiliated activities.

Fund Raisers - Activities being held by school-affiliated groups for the purpose of raising funds for their associated booster clubs. These activities would involve others beyond the school-affiliated group members as well as would be done in the off season and/or outside the regular school year.

Rate Table for Use of School Facilities

A minimum fee will be charged for the use of any school facility when school is not regularly open. This minimum fee entitles the user to a maximum of three (3) hours use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours. Checks for the use of the facility should be made payable to the Rockdale County Board of Education. Checks for the auditorium/theater manager, lighting operator, sound/ringing operator, and food

Rockdale County Board of Education. Checks for the administrator, teacher manager, lighting operator, sound/rigging operator, and food service manager should be made payable to the individual. A check should be presented to the individual providing the services by the user prior to the event. A check made payable to the custodial service will be collected along with the use of facilities lease fee for distribution to the appropriate account manager

Elementary Schools			Middle and High Schools		
Classrooms	Minimum	\$120.00	Classrooms	Minimum	\$150.00
	Hourly	\$40.00		Hourly	\$50.00
Cafeteria Without Kitchen	Minimum	\$120.00	Cafeteria Without Kitchen	Minimum	\$150.00
	Hourly	\$40.00		Hourly	\$50.00
Cafeteria With Kitchen	Minimum	\$150.00	Cafeteria With Kitchen	Minimum	\$240.00
	Hourly	\$50.00		Hourly	\$80.00
Food Service Manager	Hourly	\$35.00	Food Service Manager	Hourly	\$35.00
P.E. Buildings	Minimum	\$120.00	Gymnasiums	Minimum	\$180.00
	Hourly	\$40.00		Hourly	\$60.00
School-Affiliated Rates	Hourly	\$10.00	School-Affiliated Rates		
			Middle Schools	Hourly	\$12.50
			High Schools	Hourly	\$15.00
Middle School Auditoriums					
			Base Fee	Minimum	\$150.00*
				Hourly	\$50.00*
			Auditorium Manager Fee	Hourly	\$35.00
			Lighting Operator Fee	Hourly	\$35.00
			Sound Operator Fee	Hourly	\$35.00
High School Theaters					
			Base Fee	Minimum	\$300.00*
				Hourly	\$100.00*
			Theater Manager Fee	Hourly	\$35.00**
			Lighting Operator Fee	Hourly	\$35.00
			Sound Operator Fee	Hourly	\$35.00
			Rigging Operator Fee	Hourly	\$35.00
			Stadiums	Minimum	\$120.00
				Hourly	\$40.00
			Baseball Fields	Minimum	\$120.00
				Hourly	\$40.00
Rates for Custodian Services					
If this application is approved, there will be an additional hourly rate of \$ _____, subject to a three (3) hour minimum charge of \$ _____.					
Checks for this services should be made payable to the custodian company providing services.					
*Mandatory Fee - Food Service Manager must be present if kitchen area is used.					
**Mandatory Fee - Auditorium/Theater Manager must be present at event.					