

Administrative Guidelines (Policy 5030 Community Use of Facilities)

School facilities, including buildings, grounds, and equipment are provided for the primary purpose of educating children and youth through the regular instructional program of the schools and such supplementary activities as may relate to a sound instructional program.

The Board further recognizes the value of also utilizing the school as a community facility. To achieve this

objective, it shall be the policy of the Board to grant and encourage maximum use of school facilities to responsible and properly organized community agencies, institutions, and organizations for cultural, educational, recreational, and civic purposes.

In order to make the school system's resources available to the community, the Board provides and supports a Community Schools Program. School facilities shall be made available subject to such rules and regulations as may be established and approved by the Board.

A. Availability

In general, community use of school facilities will be limited to specifically identified building areas and grounds rather than classrooms, libraries, and storage rooms, in order to reduce interference with the school program and to protect school and student supplies, instructional materials, and special equipment. Due to confidentiality, access to administrative offices shall not be granted.

Priority of facility use shall be in the following order:

1. Regular school functions and supplementary school activities
2. Activities of the local units of government in Currituck County
3. Programs and activities of the Community Schools Program
4. Educational, civic, or community agencies, institutions, or organizations
5. Commercial and private organizations and individuals

B. Classification of Use

The Board realizes that, through participation in community sponsored meetings and activities held in school facilities, the Board can become an effective influence in the development of good citizenship and civic progress. However, the maintenance and operation of school facilities represents an escalating cost to the school system. For this reason a fee schedule will be applied for use of school facilities.

Organizations which have established a partnership agreement with Currituck County Schools (CCS) will be charged fees according to the details in the partnership agreement.

C. Determination and Payment of Fees

The fee schedule adopted annually by the board of education shall be used to determine the fees associated with rental of the facility. Payment for facility use should be made payable to Currituck County Schools. Payment should be submitted upon approval of the agreement and no later than the day of the event.

D. Application Process for Use of School Facilities

Facilities shall only be used following completion and approval of the application and the submittal of required supporting documentation. Applications to rent facilities are available at the school office as well as the Currituck County Schools district website. No facility shall be scheduled for use without approval from the school principal and Superintendent. When a facility request has been approved and scheduled, it shall remain so except in the event of an extreme emergency; then, all attempts shall be made to find another suitable location for the activity.

E. General Conditions of School Facility Usage

1. Liability

The Board assumes no responsibility for injury to any person or persons resulting from the use of property. All users shall be held liable for injury to persons in attendance and damage to property. All users must obtain general liability insurance in the minimum amount of \$500,000 naming the Currituck County School System as an additional insured. Renters of facilities engaged in athletic events must obtain general liability insurance in the minimum amount of \$1,000,000 naming the Currituck County School System as an additional insured.

2. Groups or Activities Prohibited

- a. At all times the public school property will remain under the control of the Board or its agents.
- b. No outside organization, group, or individuals will be granted any use of school property which will in any way conflict with the regular functions of the schools.

3. Conduct

- a. No person shall be permitted to use tobacco products in any facility or on any grounds owned or leased or contracted for by the Currituck County Board of Education.
- b. Renters of school properties or facilities shall be required to acknowledge the Board's Use of Tobacco Products policy and agree to comply with all of its terms and conditions.
- c. All Currituck County School policies regarding code of conduct will be observed and no immoral or unbecoming conduct may be permitted. No alcoholic beverages may be served or consumed on Board property and no weapons shall be permitted.

4. Hours of Use

Facilities will not be available for public rental during the operation of student days, teacher workdays, and/or any school related event. Schedules may deviate with special permission only. The hours of use shall be agreed upon prior to the signing of the rental contract.

5. Care of Facilities

- a. Prior to the use of the facility, the responsible system custodian together with the renter shall check the facility. After use, the custodian and renter shall inspect the facility and note condition. Damages shall be reported in writing to the principal and signed by the custodian and renter. The renter shall be responsible for all damages from their use of the facility.
- b. Facilities shall be maintained in a secure manner. Renters at any level whose agents knowingly and willfully provide unauthorized access to facilities may be denied further use of the facilities.

6. Food and Drink

No items of food or drink are to be sold or distributed on school premises without approval of the principal. Food or drink must be limited to those areas approved by the principal.

F. Requirements of Persons Renting School Facilities

The renter agrees also to assume responsibility for the following:

1. To follow all fire and safety regulations, such as the number of occupants allowed in the facility and any other fire safety procedures that a special activity may require.
2. To make provision for the safety and security of those who attend a performance or entertainment by providing law enforcement protection when requested by the principal. The full expense for the provision of law enforcement shall be the responsibility of the renter.
3. To have a representative of the sponsoring organization on hand at all times when school facilities are being used who shall be responsible to ensure that all Board regulations are adhered to.
4. To have designated system staff available at all times, the cost of which shall be paid for as outlined in this policy.
5. Currituck County School personnel employed to be present when facilities are rented shall be employees or agents of the Board of Education and shall be paid by the Board of Education in accordance with all federal, state, and local laws and regulations. Employees shall be paid at their standard rate of pay in accordance with Fair Labor Standards Act (FLSA) provisions. The renter shall directly reimburse the Board of Education for expenses in accordance with the provisions of this policy.

G. Conservation of Energy

Renters of facilities will be required to pay a utility charge in accordance with the provisions of this policy. While this policy is designed to make school facilities more available to the community, principals and the school/community relations staff are directed to be aware of the need to conserve utilities. Programs and facilities should be scheduled in such a way as to produce maximum results with a minimum consumption of resources.

H. Right to Deny Use

The Board of Education reserves the right to deny the use of a facility to any person or organization at any time and is the final authority on the interpretation and modification of the policy on public use of school facilities. In particular the Board of Education reserves the right to deny the privilege of continued use of facilities to any user who does not comply with all Board of Education regulations.

I. Rental Rates

Rental rates shall be adopted annually by the Board of Education as part of its budget deliberation process. Rental fees shall be paid directly to the school system agent at each school site. Rates shall be established for the following facilities:

1. Dining Area
2. Multi-Purpose Room
3. Gymnasium
4. Auditorium
5. Athletic Field

J. Closure of School Facilities

At anytime, when financial, safety, or other conditions warrant, the Superintendent or the Superintendent's designee, may close public school facilities to any or all users in order to meet the best interest of the school system.

Revised: 10/19/2023