

Knox County Board of Education		
Descriptor Term:	Descriptor Code:	Issued:
Community Use of School Facilities	EBH	7/95
	Rescinds:	Revised:

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GENERAL REGULATIONS

The use of school buildings and property may be permitted in accordance with these regulations at any time when the principal states that the premises are not required for school purposes.

As approved by the Board of Education, school buildings and grounds or portions thereof may be used for auxiliary, educational, recreational, cultural, and such other purposes as promote the welfare of the community and the educational goals of the Board.

School facilities may not be used for private profit, except for the purpose of providing an academic educational service.

Entities that have a compelling operational need to reserve or schedule facilities for an extended period of time may submit a formal request detailing the need to the Director of Schools or the Director's designated representative. If the request is determined to be valid, appropriate and supportable, the Director may enter into a long term partnership agreement or memorandum of understanding with the entity outside the provisions of this policy. Use of school facilities by the Parks and Recreation Departments of Knox County and the City of Knoxville will generally be governed by this type arrangement.

Approval for use of school buildings and property will not be withheld based upon the content of the message or viewpoint of the applicant; but Knox County Schools may reject applications if it is reasonably foreseeable based upon specific articulable facts that the event will include or promote unlawful activity, including but not limited to violence or threats of violence, property damage, or obscenity. Knox County Schools also reserves the right to reject applications if it is reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities, such as by excessive noise or overcrowding.

SCHOOL-RELATED ACTIVITIES

School-related activities shall not be scheduled to use school property on weekends without permission of the principal.

School property may be used for school related activities- on weekdays without application and without charge if permission is granted by the principal of the school. However, this use must still be scheduled by the school to avoid the creation of conflicting facilities reservations.

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INSURANCE REQUIREMENTS

Proper liability insurance shall be required of all groups given permission to use school facilities, except for routine meetings.

All users will agree to indemnify and hold the Board of Education and its employees and agents blameless harmless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the organization arising out of the applicant's use of the Board of Education property or facilities. The Board of Education shall be an additional named insured on all liability insurance policies held by organizations or individuals using Board of Education property or facilities.

The Board of Education shall approve a fee schedule for the use of school facilities

REQUIREMENTS FOR FILING APPLICATION TO USE FACILITIES:

- 1) All non-school groups or individuals requesting to use school facilities must make application through the principal and have approval of the Director of Schools prior to the date of use.
- 2) It shall **not** be necessary for any application to be made to use the school facilities for any school related activity. However, school related activities shall be properly scheduled and tracked to ensure that conflicts in scheduling do not arise. School-related activities include:
 - a) parent-teacher activities;
 - b) activities of school-related civic clubs, groups or School Support Organizations ;
 - c) school club meetings, properly supervised by a teacher in the school;
 - d) classroom groups properly supervised, and
 - e) educational meetings called by the principal or authorized member of the school administrative staff.
- 3) All such meetings are to be arranged through the principal of the school involved.

The principal or the principal's designee shall be on duty when the building is in use for any activity outside of the normal school day.

The holder of an approved application to use school facilities may cancel the agreement by giving the principal or the Director of Schools notice at least seventy-two hours in advance of the date scheduled to be used. Otherwise, the group will be held responsible for all charges.

Knox County Schools reserves the right to either Events shall not be canceled or relocated an event or offer a substitute facility to an applicant at any time based upon the content of the message or viewpoint of the applicant; but Knox County Schools reserves the right to cancel an event if it is or becomes reasonably foreseeable based upon specific articulable facts that the event will include or promote unlawful activity, including but not limited to violence or threats of violence, property damage, or obscenity. Knox County Schools also reserves the right to cancel or relocate an event to another facility if it is or becomes reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities, such as by excessive noise or overcrowding. -Knox County Schools will not be responsible for any applicant costs due to such cancellation or change of venue.

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50 When use of the school building involves use of food service facilities, the manager, or a member of the
1 food service staff designated by the manager, shall be present and there shall be a charge for this service.
2 The full cost of food service and custodial personnel to support an event shall be borne by the using
3 organization. Organizations using a facility shall remit any personnel costs to the Knox County Schools
4 and school employees will be compensated through the Knox County Schools payroll. Organizations shall
5 not make payments directly to school employees.
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7 **PAYMENT FOR USE OF SCHOOL FACILITIES**

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- 9 1) Groups using school facilities for a school-related activity will not pay for the use of the facilities
10 unless there is some extraordinary cost involved. Additionally, community, civic or non-profit
11 groups engaged in providing a direct service to students shall not be assess a fee if the activities
12 take place in their entirety within three hours of dismissal on a school day and do not require
13 additional staff or custodial support.
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 - 15 2) All other groups shall pay to the Board of Education the approved facilities fees and wages for any
16 costs incurred beyond the normal operation of the school. In no instance shall a group directly
17 compensate an employee of the Knox County Schools.
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 - 19 3) All payments shall be made payable to the Knox County Board of Education and should be
20 received no later than two weeks after the date of use. Users scheduling recurring events shall pay
21 monthly with the payment due two weeks after the last event date of the month. Late payments
22 will be assessed a late fee and future use of Knox County Schools facilities may be restricted or
23 eliminated for groups with consistently late payments.
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25 ~~4) The Director of Schools may waive the insurance requirement and /or payment of fees under what~~
26 ~~the Director determines to be appropriate and extraordinary circumstances.~~
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28 **CONDITIONS FOR THE USE OF FACILITIES**

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30 At the conclusion of the activity, the user of the facility will notify the principal or other designated school
31 employee.
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33 The holder of an approved application to use grounds, equipment, or space in a school building shall agree
34 to observe the following requirements of the Board of Education:
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- 36 1) To exercise the utmost care in the use of school premises and use only designated areas as
37 approved.
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- 39 2) To make be financially responsible for any damage arising from the occupancy of any portion of
40 the school premises.
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- 42 3) All activities must be under competent adult supervision and approved by the building principal.
43 In all cases, an assigned school employee must be present.
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- 45 4) The use of alcoholic beverages, drugs, profane language, or gambling in any form is not
46 permitted on school property. Use of tobacco on school grounds is not permitted.
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- 48 5) While in use, the area of school buildings be used shall not have its means of egress blocked and

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Fire Prevention Regulations shall be strictly enforced.

- 6) Applicants will adhere to all KCS policies and procedures, including all terms and conditions of the school use application
- 7) All groups or individuals using school facilities will have a copy of the approved facility use request in their possession at all times during their use of the facility.

~~The principal and the Director of Schools reserve the right to determine the need and the number of uniformed officers to be on duty for school, community, and non-school related activities. If the principal, the Director of Schools, or their designees determine that it is necessary for security personnel to be present for or due to the use Knox County Board of Education property by an individual or organization, that individual or organization shall bear the cost of such security personnel.~~