

<u>Section E:</u> Business Management	Knox County Board of Education Policy		
	Community Use of School Facilities	Descriptor Code:	Issued:
		E-130	7/95
	Reviewed:	Revised:	
1/17	10/14		

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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.

INSURANCE REQUIREMENTS

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

1 All users will agree to indemnify and hold the Board of Education and its employees and agents blameless
 2 harmless for any claim, loss, or damage by reason of any act on the part of the applicant or other members
 3 of the organization arising out of the applicant's use of the Board of Education property or facilities. The
 4 Board of Education shall be an additional named insured on all liability insurance policies held by
 5 organizations or individuals using Board of Education property or facilities.
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 8 The Board of Education shall approve a fee schedule for the use of school facilities.
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10 **REQUIREMENTS FOR FILING APPLICATION TO USE FACILITIES:**
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- 12 1) All non-school groups or individuals requesting to use school facilities must make application
 13 through the principal and have approval of the Director of Schools prior to the date of use.
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 15 2) It shall **not** be necessary for any application to be made to use the school facilities for any school-
 16 related activity. However, school-related activities shall be properly scheduled and tracked to
 17 ensure that conflicts in scheduling do not arise. School-related activities include:
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 19 a) parent-teacher activities;
 20 b) activities of school-related civic clubs, groups or School Support Organizations ;
 21 c) school club meetings, properly supervised by a teacher in the school;
 22 d) classroom groups properly supervised, and
 23 e) educational meetings called by the principal or authorized member of the school administrative
 24 staff.
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 26 3) All such meetings are to be arranged through the principal of the school involved.
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28 The principal or the principal's designee shall be on duty when the building is in use for any activity
 29 outside of the normal school day.
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31 The holder of an approved application to use school facilities may cancel the agreement by giving the
 32 principal or the Director of Schools notice at least seventy-two hours in advance of the date scheduled to
 33 be used. Otherwise, the group will be held responsible for all charges.
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35 Events shall not be canceled or relocated based upon the content of the message or viewpoint of the
 36 applicant; but Knox County Schools reserves the right to cancel an event if it is or becomes reasonably
 37 foreseeable based upon specific articulable facts that the event will include or promote unlawful activity,
 38 including but not limited to violence or threats of violence, property damage, or obscenity. Knox County
 39 Schools also reserves the right to cancel or relocate an event to another facility if it is or becomes
 40 reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-
 41 related activities, such as by excessive noise or overcrowding. Knox County Schools will not be
 42 responsible for any applicant costs due to such cancellation or change of venue.
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44 When use of the school building involves use of food service facilities, the manager, or a member of the
 45 food service staff designated by the manager, shall be present and there shall be a charge for this service.
 46 The full cost of food service and custodial personnel to support an event shall be borne by the using
 47 organization. Organizations using a facility shall remit any personnel costs to the Knox County Schools
 48 and school employees will be compensated through the Knox County Schools payroll. Organizations shall
 49 not make payments directly to school employees.
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PAYMENT FOR USE OF SCHOOL FACILITIES

- 1) Groups using school facilities for a school-related activity will not pay for the use of the facilities unless there is some extraordinary cost involved. Additionally, community, civic or non-profit groups engaged in providing a direct service to students shall not be assess a fee if the activities take place in their entirety within three hours of dismissal on a school day and do not require additional staff or custodial support.
- 2) All other groups shall pay to the Board of Education the approved facilities fees and wages for any costs incurred beyond the normal operation of the school. In no instance shall a group directly compensate an employee of the Knox County Schools.
- 3) All payments shall be made payable to the Knox County Board of Education and should be received no later than two weeks after the date of use. Users scheduling recurring events shall pay monthly with the payment due two weeks after the last event date of the month. Late payments will be assessed a late fee and future use of Knox County Schools facilities may be restricted or eliminated for groups with consistently late payments.

CONDITIONS FOR THE USE OF FACILITIES

At the conclusion of the activity, the user of the facility will notify the principal or other designated school employee.

The holder of an approved application to use grounds, equipment, or space in a school building shall agree to observe the following requirements of the Board of Education:

- 1) To exercise the utmost care in the use of school premises and use only designated areas as approved.
- 2) To be financially responsible for any damage arising from the occupancy of any portion of the school premises.
- 3) All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee must be present.
- 4) The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on school property. Use of tobacco on school grounds is not permitted.
- 5) While in use, the area of school buildings being used shall not have its means of egress blocked and 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.