

Williamson County Board of Education Procedures and Guidelines

Adopted Date:

3.206p

COMMUNITY USE OF SCHOOL FACILITIES

THE FOLLOWING REQUIREMENTS MUST BE MET FOR AN INDIVIDUAL OR GROUP REQUESTING USE OF SCHOOL FACILITIES.

1. Written requests for the use of school facilities shall be made at the office of the principal at least 2 weeks prior to but not more than 45 days prior to the date of desired use. Requester will be notified of acceptance or rejection of facility request within 5 business days of receipt at central office.
2. The use of school facilities is restricted to residents of Williamson County or entities with their principal place of business in Williamson County and may not be sublet to any individual or organization.
3. Non-profit organizations requesting use of the school must present evidence of their tax status as a 501(c)(3) organization at the time of the request. A copy of this verification will be attached to the application.
4. The use of computer labs will not be authorized under lease or rental agreements, unless the local school is providing a program for its students.
5. Facilities will not be made available to individuals or groups for individual or family affairs such as parties, family reunions, etc.
6. Private tutoring may be conducted at school facilities only when requested by the school and approved in advance of the start of tutorial activities.
7. All organizations (profit, non-profit, or governmental) that are not a part of the Williamson County School system shall be responsible for ancillary costs incurred by the school system as a result of this use, e.g. costs for custodial and supervision.
8. All activities must be supervised by an employee of Williamson County Schools. The designated supervising employee must remain with the activity at all times. Supervisory personnel shall not leave the premises at any time during the activity. Upon completion of the activity, the supervising employee is to verify the building is secure.
9. When school kitchens are used, Williamson County Schools Food Service staff must be present at all times to supervise the use. The principal may designate the Williamson County Schools Food Service employee.
10. Fees for use of Williamson County Schools shall be collected in advance of use. If an overpayment has occurred, a refund will be issued; if any underpayment has occurred, an additional bill will be sent for immediate payment.
11. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
12. Groups receiving permission for building use are restricted to the observance of all fire and safety regulations at all times.
13. The use of alcoholic beverages, drugs, profane language or gambling in any form is not permitted on school property. Use of any tobacco products on school property or smoking within 50 feet of any school entrance is **NOT** permitted.

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14. Required liability insurance, with an effective date covering the period of use, will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board of Education. An insurance certificate must be attached to the request. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance. **No reservation for facility use will be made until all documentation is provided.** A Certificate of Insurance must be issued for not less than \$1,000,000, and WCS shall be named as additional insured on all policies.
15. Should an objection be lodged against a specific use or denial of use of school facilities by any group, such objection is only valid if it is made in writing to the Director of Schools and bears the signature of the individual and/or group of individuals lodging the complaint. The Director of Schools or designee shall review the complaint and shall respond to the group lodging the complaint in writing within 30 days of the complaint.
16. Because of technical and replacement costs associated with sound and lighting systems in auditoriums, school personnel familiar with the use and operation of this specialized equipment must be on duty to operate the equipment. The cost of these services will be paid by users. Users of this special equipment will be charged an additional fee for use of the equipment.
17. No group will, under any circumstances, tamper with any electrical or heating controls.