

## **Policy Code: 5030 Community Use of Facilities**

The board endorses the goals of the Community Schools Act. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with this policy. The board also will make some outdoor school facilities available for limited recreational use by the general public when not inconsistent with the board's use of the facilities. Public use is subject to Section H of this policy.

### **General Principles**

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system.

Priority for facility use will be given to community groups as outlined below in Section B.

Use of school facilities will not be approved for activities that do any of the following:

- violate federal, state, or local laws;
- violate board of education policies or regulations;
- advocate imminent violence;
- damage or have the potential to damage school buildings, grounds, or equipment; or
- are in conflict with scheduled school activities.

### **Priority in Use/Fee Structure**

School-sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will have first priority in the use of school facilities.

Priority in the use of school facilities by other groups and the fee structure for such groups will be in accordance with law and the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups. All groups within the same user category will be charged for facility use according to the uniform fee structure.

In accordance with [G.S. 163-129](#), as a polling place on election days

School organizations, including student organizations, and one-time meetings for local governmental agencies supported by tax funds of the community (Town of Chapel Hill, Town of Carrboro, Orange County).

Fees: None

School-related groups (organizations formed to support the school in some manner, such as the PTA, NCSBA, teachers' and principals' organizations, and booster clubs) and students from other in-district schools.

Fees: No utility or maintenance fees will be charged. The principal may require or waive custodial or other supervisory services at a fee. Fees for providing use of cafeteria kitchens will be charged to cover costs.

Groups selected by schools to provide free educational services to district students, parents, or

families (organizations that provide direct educational instruction for students and/or parents/caretakers, do not charge a fee for participation, and are open to all participants. The instruction should support the school or school district's educational mission.)

Fees: Utility/maintenance fees and hourly rental fees for agencies will be charged if the activity occurs after 6:00 p.m. and on weekends unless the facility is open for a previously scheduled school activity or event. Custodial fees will be charged unless the organization has been approved by the district to provide its own custodial services. Fees for providing use of cafeteria kitchens will be charged to cover cost.

Recurring meetings and events for local government agencies supported by local tax revenues (Town of Chapel Hill, Town of Carrboro, Orange County) and recurring meetings for other non-profit agencies that regularly rent large amounts of school facility space.

Fees: Utility/maintenance fees and hourly rental fees for agencies will be charged. Custodial fees will be charged unless the organization has been approved by the district to provide its own custodial services.

Camps and courses run by school employees

Fees: Utility/maintenance fees and hourly rental fees for local government agencies will be charged. Custodial fees will be charged unless the activity and staff have been approved by the principal to provide its own custodial services.

All other non-profit groups

Fees: Utility/maintenance fees, hourly non-profit rental fees and custodial fees will be charged.

All other groups

Fees: Utility/maintenance fees, for-profit hourly rental fees and custodial fees will be charged.

Prior to the beginning of each school year, the superintendent shall submit for board approval a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use.

## **Requests for Use of Facilities**

An eligible individual or group that wishes to apply for permission to use a school facility must submit a written application to the principal of the school in which the facility is located. Facility use request forms will be available in the school administrative office.

## **Facilities Available for Use**

The board permits eligible individuals or groups to use the facilities of those schools designated by the board as "community schools." A list of community schools and the facilities at each site which are available for community use will be available to the public at the superintendent's office and each principal's office.

The superintendent is authorized to develop a list of school facilities available for community use. Among the types of facilities that may be available for community use are auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers, and playgrounds.

Other school facilities may be used only in exceptional circumstances based on a justified need and as approved by the superintendent or designee. The superintendent is authorized to determine the fees for the use of facilities in such circumstances.

## **Rules Governing Use of School Facilities**

The superintendent shall develop regulations consistent with this policy. The regulations will include an application process and provisions regarding the supervision of groups using facilities, the care of facilities, prohibited conduct, and other issues deemed appropriate by the superintendent. A copy of the regulations will be provided to all applicants at the time they receive the facilities use application form. In addition to the regulations established by the superintendent, users of school facilities must comply with the following rules:

Users must comply with all federal, state, and local laws and all rules established by the board, the superintendent or designee, and the principal.

Users must comply with the requirements of the Americans with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.

Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy 5026/7250, Smoking and Tobacco Products).

Users must not consume or possess alcohol or drugs on school grounds (see policy 5025, Prohibition of Alcoholic Beverages).

Users must not possess weapons or explosives while on school grounds, except in the limited circumstances permitted by state law and policy 5027/7275, Weapons and Explosives Prohibited.

Users are responsible for supervising their activity and the people present at their activity. Users are responsible for maintaining order and safety during their activity.

A user's violation of the provisions of this policy or any applicable regulations is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal, subject to the review of the superintendent and the board of education.

## **Damages and Liability Insurance**

Users of school facilities are responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. Users also are responsible for the conduct of all persons involved in the users' activities while on school property.

All user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

## **Term and Acceptance of Lease**

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal, and Lease of Board-Owned Real Property.

### **Use of Outdoor School Facilities by the General Public**

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy. The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

### **Review of Decisions Concerning Use of School Facilities**

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy 1742/5060: Responding to Complaints.

Legal References: Americans with Disabilities Act, [42 U.S.C. 12101](#) *et seq.*, [28 C.F.R. pt. 35](#); Equal Access Act, [20 U.S.C. 4071-4074](#), [28 C.F.R. pt. 36](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); [36 U.S.C. 20101](#) *et seq.*; [G.S. 14-269.2](#); Community Schools Act, [115C-203 to -209.1](#), [115C-524](#), [-527](#); [160A-274](#); [163-129](#)

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal, and Lease of Board-Owned Real Property (policy 9400)

Adopted: 5/6/99

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**Chapel Hill-Carrboro Schools**