

## SECTION V BUSINESS AFFAIRS

### C. Use of School Buildings, Grounds and Equipment

- ~~1. Under no circumstances shall employees of the School Board use school equipment, school materials, or school facilities (shop, etc.) for personal reasons. These items are public property purchased for instructional or maintenance of public properties, and not for private use of individuals employed by the School Board. After work hours is no exception.~~

Board facilities, grounds, property, and equipment are intended for educational purposes. No policies or agreements will be made that conflict with this priority or inhibit the educational duties and goals established.
- ~~2. Prohibited Activities For the purpose of enhancing instructional skills computers, computer peripheral equipment, and computer software may be taken home with approved time limitations by instructional and administrative personnel of the District. This equipment will be used to familiarize personnel with the hardware and software to be used for instructional and administrative functions of the District. Proper administrative controls, as developed by the Property Control Manager, will be followed in movement of equipment and software. ———~~
  - a. District employees are not permitted to use or rent school facilities/grounds, school materials, or school equipment for personal or commercial reasons.
    - 1) After work hours and school breaks are no exception.
    - 2) Avoids perception of possible abuse, unfair gains, or special privileges of public property by individuals employed by the School Board.
  - b. Gambling, games of chance, or illegal activities
  - c. Possession, sale, use or promotion of alcoholic beverages
  - d. Possession, sale, use or promotion of illegal materials or drugs
  - e. Violence, bullying, harassment or like behavior
  - f. Smoking, vaping, or use of similar inhalants by anyone while on school grounds or inside any rented facility
  - g. Profane language, quarreling, and/or fighting
  - h. Any activities prohibited by law or School Board Policy
- ~~3. Use of Equipment (not including vehicles or items directly related to Facility Use) Assistive technology, such as adaptive computers, augmentative communication devices, assistive listening devices, positioning/mobility equipment, environmental control items, et cetera, may be checked out to ESE students/parents when the student's Individual Education Plan (IEP) specifies the need for such assistive devices both at school and at home. The Individual with Disabilities Education Act (IDEA) defines such equipment as part of a free and appropriate education for individuals with disabilities. Proper administrative controls will be followed and monitored by the Property Control and the ESE District Offices.~~

- a. School Board equipment remains District property per Florida statutes and per School Board Policies for Property Record Accounting.
- b. For enhanced learning, teaching, or working, the District may assign technology devices to personnel or students as deemed necessary.
  - 1) Proper administrative controls, including time limits, as developed by the Property Control Manager, and/or IT Department, will be adhered to.
  - 2) Employees will abide by standards as set by law and the Terms and Conditions for Use of Telecommunications and Networks as contained in the Employee Handbook.
  - 3) Students will abide by all standards as set by law and as contained in the Student Handbook & Code of Conduct.
  - 4) Upon termination of assignment, employment, and/or agreement, all Equipment will be returned.
  - 5) Student loan approval will be limited specifically to an academic assignment, i.e. athletic, drama, course subject, as per teacher request.
  - 6) Under no circumstances shall equipment be checked out for non-educational or non-District use.
  - 7) All equipment taken off campus will have prior written approval of the Property Manager at the Cost Center involved.
- c. Assistive technology, such as adaptive computers, augmentative communication devices, assistive listening devices, positioning/mobility equipment, environmental control items, etc., may be checked out to ESE students/parents when the student's Individual Education Plan (IEP) specifies the need for such assistive devices both at school and at home.
  - 1) The Individual with Disabilities Education Act (IDEA) defines such equipment as part of a free and appropriate education for individuals with disabilities.
  - 2) Proper administrative controls will be followed and monitored by the Property Control, the IT Department, and the ESE District Offices.
  - 3) Students will abide by all standards as set by law and as contained in the Student Handbook & Code of Conduct.
  - 4) Parents/Guardians must sign for checked out items.
  - 5) Upon termination of assignment, IEP terms, students' needs, and/or agreement, all Equipment will be returned.
- d. For the purpose of enhancing instructional skills and/or school-related presentations off-campus, library/media center equipment may be checked out by instructional and administrative personnel, students, and educational partners of the school district. Requests for use outside of school, using proper administrative controls, will be handled on an individual basis, based on the following:
  - 1) Impact of the instructional program
  - 2) Need for the request
  - 3) Size, weight, and delicate makeup of the item
  - 4) Cost of item
  - 5) Responsibility of borrower

- 6) Willingness of the borrower or their parents to accept responsibility for damages that may occur.
  - a) Parents/Guardians must sign for checked out items.

4. ~~Media Center Equipment Check Out Policy~~ Use of Facilities/Grounds

- a. The School Board will determine and set rates, fees, and charges for the use of school buildings and grounds
  - 1) Rates will be determined by the School Board at a regular or special School Board meeting
  - 2) Rate charges shall be payable by check to the School Board of Clay County
- b. The Board will consider waiving charges for charitable events that are directly related to the welfare of the students of Clay County.
  - 1) To qualify, The Board must first ascertain that the net proceeds for the event fit the criteria.
  - 2) The Board must, by majority vote, agree to waiving the fees for the event.
  - 3) Fee waivers may apply towards Use, Utilities, and Equipment.
  - 4) Salary/Benefit Costs & applicable taxes may still apply
  - 5) If Board cannot convene prior to event, charges should be collected and will be considered for a refund.
- c. The facility/ground use shall at no time contain any matter which might tend to cause a breach of the peace or building security, or which constitutes subversive doctrine or a seditious social order.
- d. Keys to our buildings, rooms, etc. will not be given to individuals or entities outside the District at any time.
  - 1) A School Board employee must be on duty to supervise activity and provide access to the site.
    - a) Principal/site manager will determine personnel requirements based on School Board approved rates and fees.
    - b) Employee will be paid full wages and benefits based on state/federal guidelines.
      - (1) If appropriate, overtime hours (at a rate of 1.50) may apply.
    - c) Direct payment and/or tipping individuals is prohibited.
    - d) Based on event time overages, needs, or in times of emergency, additional hours may be required beyond what is specified in the rate guide.
  - 2) The Board gives authority to the Assistant Superintendent of Business Affairs and/or the Superintendent to determine if an event requires the presence of law enforcement
- e. All juvenile organizations or groups seeking use of school premises must have adult sponsorship
- f. Each Principal or Site Manager has the authority to schedule use of school grounds and facilities in a manner which does not conflict with the District's/School's primary education goals
- g. Insurance is required by all outside organizations or groups using District facilities, grounds, or kitchen areas
  - 1) Insurance criteria will be specified in the Use of Facilities & Grounds Manual and on the Use Agreement form

- h. Product liability may be required if the cafeteria is used or products are cooked and disbursed to the public.
- i. Use Agreements will include language that releases the Clay County School Board from any and all liability and establishes insurance requirements.
- j. Agreements may be revoked immediately and without notice when conflicting dates result, when need of the property for public school purposes subsequently develops, due to emergencies, and/or force majeure.
  - 1) For other cause, permits may be revoked at any time upon reasonable notice.
- k.

l. District and Internal Organizations

- 1) Clay County School District, and its various internal organizations that serve District students and employees, will be given priority use of buildings, grounds, and equipment. These groups include, but are not limited to:
  - a) PFA, PTA, or other parent groups recognized by the school or District that are acting in a manner that support our goals, students, and employees
  - b) School recognized clubs
  - c) School or District sponsored functions and events (i.e. dances, workshops)
  - d) School or District directed sports and FHSAA activities
  - e) School or District fundraisers that support educational purposes
    - (1) Not intended to promote individual gain
- 2) All Internal grounds/facility use will require a current application and agreement be executed and submitted to the District if:
  - a) After hours and an employee's paid presence is required.
  - b) Sponsoring a large multi-entity event (i.e. cheerleading competition)
    - (1) Event insurance may be required
  - c) Sponsoring an event with carnival type rides
    - (1) The Operations Division may need to verify location is appropriate for event
    - (2) Event insurance may be required
  - d) Use is between two schools (i.e. Elementary using High School gym)(only application is required to document event details)
- 3)

m. Outside Organizations

- 1) School-Community interaction is encouraged and provisions for the use of grounds and facilities are made for outside agencies/associations.
  - a) In addition to C.2., the School Board prohibits:
    - (1) An outside agency's or association's use of the school name and/or mascot in connection with their activities.
    - (2) Use by an outside agency/association during school hours.
      - (a) School hours are defined as the time beginning ten minutes before the final bell for students to report to class and ending ten minutes after the bell dismissing students at the end of the school day.
  - b) The grounds and facilities are to be assigned on a first-request first-served basis.

- c) Each Principal or Site Manager has the authority to schedule use of school grounds and facilities in a manner which does not conflict with the District's/School's primary education goals
  - d) All grounds/facility use, including inter-local and other government entities, will require a current application and agreement be completed, submitted, and approved prior to use.
    - (1) Application may only be waived if all information is included in MOU or separate document that fully addresses all application details and terms.
    - (2) The use rates and fees will be applied as set by the School Board
    - (3) The requesting group shall sign the agreement with the Principal/site manager no less than ten (10) business days prior to event scheduled.
      - (a) Application and Agreement will be submitted by Principal/site manager to the Business Affairs Division for processing and approval (by Assistant Superintendent or greater).
  - e) All agreements must specify areas requested, utilities, personnel needs, and specific hours for use.
  - f) Payments can be submitted and made payable to "The School Board of Clay County" with the Application and Agreement.
    - (a) Payment for event should be received no later than five (5) business days prior to the event.
    - (b) If payments are received, but event is not approved, payment will be returned.
  - g) The organization and its parties shall make no attempt to access areas not agreed to and approved.
    - (1) Gaining unapproved access to areas may be considered a breach of contract and the authority to deny future access can be determined by the Principal and/or District Administration
    - (2) Attempting to gain access via assigned employee may be considered a breach of contract and future access may be denied as set above
    - (3) Additional charges will be assessed for any unauthorized use (including time)
  - h) Facilities and grounds are to be well cared for and vacated as specified
  - i) Parking is approved in designated parking areas; there will be no parking or driving on fields, tracks, or landscaping.
  - j) For any damages, abuse beyond normal wear, or shortages, there shall be a charge assessed based upon either the actual value or replacement cost, whichever represents the lesser cost.
- n. Rules and Regulations Governing Kitchen Facilities
- 1) The kitchen facilities as provided by these regulations ~~shall~~ **may** be available for refreshing purposes and for the serving of meals cooked elsewhere.
  - 2) The kitchen facilities shall not be used to completely prepare and serve meals except those prepared and served by school food services personnel and for which full charge is made.
  - 3) Non-school food services personnel are prohibited from operating major kitchen equipment.

- 4) The use of a kitchen facility shall require the assignment of at least one (1) school food service employee who shall be designated by the principal to serve in a supervisory capacity.
  - a) The employee so designated shall not perform the actual functions of preparing, cooking, serving, or cleaning up after meals, refreshments, et cetera.
    - (1) The organization using the facilities must supply the necessary labor for these functions **or pay for the services**
    - (2) Whenever the kitchen facilities are not properly cleaned after use, the Board will clean the facilities and charge the organization for the actual cost.
  - b) The food service employee is to direct in the use of kitchen facilities and to help in locating and relocating equipment.
  - c) At all times the food service employee is an employee of the Board and not of the organization using the facilities.
  - d) The food service employee shall not receive pay or gratuities from the organization using the facilities.
- 5) In no case shall food service supplies be used in the preparation of meals or refreshments.
- 6) The above rules and regulations are not intended to prohibit the use of the kitchen facilities by other governmental agencies when this use does not interfere with the operation of the school food service program and when the use of the facility has been determined to be crucial to the continuing operation of such agency. In the event of use by other government agencies, the following requirement will be in effect:
  - a) This use of a kitchen facility shall require the assignment of one (1) school food service school level management employee who shall serve in a training and orientation capacity for the agency's food service personnel.
    - (1) The designated employee shall train the agency's food service employees to properly and safely use and maintain the equipment in the facility and will provide orientation to the location of utensils and other small equipment.
    - (2) At the end of the period of use, the designated employee will test the equipment to ascertain that it is in good working order and perform an inventory of small equipment and utensils to assure these items are accounted for and in good condition.
    - (3) At all times, the food service employee is an employee of the Board and not of the agency using the facility. The salary of this employee will be reimbursed by the agency using the facility.
    - (4) The amount of time needed for training, orientation and post service accounting shall be determined by the Director of School Food Service in the best interest of the School Board.

~~a. For the purpose of enhancing instructional skills and/or school related presentations off campus, library media center equipment may be checked out by instructional and administrative personnel, students, and educational partners of the school district. Requests for use outside of school, using proper administrative controls, will be handled on an individual basis, based on the following:~~

- ~~7) Impact of the instructional program~~
- ~~8) Need for the request~~

- ~~9) Size, weight, and delicate makeup of item~~
- ~~10) Cost of item~~
- ~~11) Responsibility of borrower~~
- ~~12) Willingness of the borrower or their parents to accept responsibility for damages that may occur.~~

~~b. Student loan approval will be limited specifically to an academic assignment, i.e. athletic, drama, course subject, as per teacher request. Under no circumstances shall equipment be checked out for non educational use. All equipment taken off campus and valued at \$500.00 and over will have prior written approval of the Property Manager at the Cost Center involved.~~

~~c. Outside Organizations or Groups~~

~~a. Requests for use of school facilities or grounds by outside organizations or groups shall be made at least ten (10) days prior to the date of proposed use. Use of school facilities by outside groups or organizations shall not conflict with regular school use.~~

~~b. All permits will be for specific grounds areas or rooms and specific hours. It shall be the responsibility of the organization to see that the other portions of the building or grounds are not disturbed or entered upon and that the premises are vacated as scheduled.~~

~~1) School facilities shall be available to parent teacher organizations, farmers' organizations, character building organizations, groups or clubs of citizens formed for recreational, educational, political, economic, artistic or moral activities when such activities do not interfere with the regular functions of the school.~~

~~2) School Community interaction is promoted and provisions for the use of grounds and facilities are made for outside agencies/associations, which comply with Board Policy. Each Principal is given the authority to schedule use of school grounds and facilities in a manner which avoids conflict and undue abuse. The grounds and facilities are to be assigned on a first request first served basis. The requesting group shall sign an agreement with the principal, which releases the Clay County School Board from any and all liability charges. The agreement further specifies rental charges (if any) and time constraints, which apply to the group making the request. It further prohibits the grounds and facilities from being used by an outside agency or association, which uses the school name and/or mascot in connection with their activities. No outside agency/association will be allowed to use School Board facilities or grounds during school hours. School hours are defined as the time beginning ten minutes before the final bell for students to report to class and ending ten minutes after the bell dismissing students at the end of the school day.~~

- ~~e. Permits may be revoked without previous notice when conflicting dates result or when need of the property for public school purposes, subsequently develops. For other cause, permits may be revoked at any time upon reasonable notice.~~
- ~~d. Where there is no admission, fee, charge or contributions required for attendance or participation, the use of the school facilities shall be without charge, other than those established in g. below.~~
- ~~e. If the group requires an admissions fee of any kind, but the net proceeds are used for charitable purposes or welfare of students of the county, there may be no charge for the use of the facilities other than those established in 7. below. The Board must ascertain that the net proceeds are for such purposes and, to do so may request an accounting.~~
- ~~f. All rate charges for the use of school buildings will be determined by the School Board at a regular or special School Board meeting. Rate charges shall be payable by check to the School Board of Clay County.~~
- ~~g. In addition, the following amounts for supervision and labor will be charged, when applicable:~~
- ~~1) A minimum of two (2) hours is charged if a School Board employee must be on duty. Such charges will be computed at one and one half (1 1/2) times the employee's regular salary rate plus matching retirement and social security.~~
  - ~~2) For any damages, abuse beyond normal wear, or shortages, there shall be a charge assessed based upon either the actual value or replacement cost, whichever represents the lesser cost.~~
- ~~(Ref. F.S. 1001.42; 1010.20) (Amended: 11-19-91)~~
- ~~h. There shall be NO intoxicants or narcotics used in or about school buildings and premises nor shall profane language, quarreling, fighting, or gambling be permitted. Violations of this rule by an organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.~~
- ~~i. The programs offered in or during the use of any school facility shall at no time contain any matter which might tend to cause a breach of the peace, or which constitutes subversive doctrine or a seditious social order.~~
- ~~j. The use of any school facility shall include the assignment of at least one (1) school employee who shall be paid by the Board and not by the organization using the facility. The employee in charge shall have full powers to see that the use of the facility is conducted in accordance with these regulations.~~
- ~~k. All juvenile organizations or groups seeking use of school premises must have adult sponsorship.~~



1. ~~Rules and Regulations Governing Kitchen Facilities:~~

- ~~1) The kitchen facilities as provided by these regulations shall be available for refreshing purposes and for the serving of meals cooked elsewhere. The kitchen facilities shall not be used to completely prepare and serve meals except those prepared and served by school food services personnel and for which full charge is made. Non-school food services personnel are prohibited from operating major kitchen equipment.~~
- ~~2) The use of a kitchen facility shall require the assignment of at least one (1) school food service employee who shall be designated by the principal to serve in a supervisory capacity.
  - ~~a) The employee so designated shall not perform the actual functions of preparing, cooking, serving, or cleaning up after meals, refreshments, et cetera. The organization using the facilities must supply the necessary labor for these functions.~~
  - ~~b) The food service employee is to direct in the use of kitchen facilities and to help in locating and relocating equipment.~~
  - ~~c) At all times the food service employee is an employee of the Board and not of the organization using the facilities.~~
  - ~~d) The food service employee shall not receive pay or gratuities from the organization using the facilities.~~~~
- ~~3) In no case shall food service supplies be used in the preparation of meals or refreshments.~~
- ~~4) Whenever the kitchen facilities are not properly cleaned after use, the Board will clean the facilities and charge the organization for the actual cost.~~
- ~~5) The above rules and regulations are not intended to prohibit the use of the kitchen facilities by other governmental agencies when this use does not interfere with the operation of the school food service program and when the use of the facility has been determined to be crucial to the continuing operation of such agency. In the event of use by other government agencies, the following requirement will be in effect:
  - ~~a) This use of a kitchen facility shall require the assignment of one (1) school food service school level management employee who shall serve in a training and orientation capacity for the agency's food service personnel.
    - ~~(1) The designated employee shall train the agency's food service employees to properly and safely use and maintain the equipment in the facility and will provide orientation to the location of utensils and other small equipment.~~
    - ~~(2) At the end of the period of use, the designated employee will test the equipment to ascertain that it is in good working order and perform an inventory of small equipment and utensils to assure these items are accounted for and in good condition.~~~~~~

- ~~(3) At all times, the food service employee is an employee of the Board and not of the agency using the facility. The salary of this employee will be reimbursed by the agency using the facility.~~
- ~~(4) The amount of time needed for training, orientation and post service accounting shall be determined by the Director of School Food Service in the best interest of the School Board.~~
- ~~-(Ref. 6A 7.042(2)(b)) (Amended: 07-09-87)~~

~~m. Insurance required by outside organizations or groups using facilities, grounds, or kitchen areas:~~

~~Any private or outside organizations or groups will be required to furnish a certificate of insurance in the amounts specified on MIS document #13018 titled Agreement for Use of Facilities and Grounds, available at each school. The referenced document must be filled out completely by all persons, outside groups, or organizations. The liability insurance requirement may, with Clay County School Board approval, vary based on the type of function or event planned. Product liability may be required if the cafeteria is used or products cooked and disbursed to the public. Copies of the MIS #13018 form shall be filed in the Insurance Office at least 10 days prior to the event on Clay County School Board property.~~