

## SECTION V BUSINESS AFFAIRS

### 5.02 GENERAL POLICIES

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

##### 5. Outside Organizations or Groups

- a. Requests for use of school facilities or grounds by outside organizations or groups ~~should~~ 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 thirty minutes before the final bell for students to report to class and ending thirty minutes after the bell dismissing students at the end of the school day.
- c. 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.
- l. 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.

(Ref. F.S. 1001.42; 1010.20) (Adopted: 01/08/81) (Amended: 07-09-81, 02-12-87, 07-19-90) (Ref. F.S. 112.061/Exemption-2003, Amended: 08/18/03, Amended: 07/20/06, 12/20/07, 05/21/09, 10/18/11, 00/00/00)