

CHAPTER SIX BUSINESS AFFAIRS

PART FIVE SCHOOL FACILITIES

USE OF SCHOOL PROPERTY

6.501

School property, facilities and equipment are intended primarily for educational purposes and for the benefit of students. No other use shall interfere with these purposes. Any use of School Board property by outside entities shall be governed by this policy and documented in the District's online facility management platform. The Superintendent is authorized and directed to establish an online facility management platform (the "Management Platform") as described herein. No party may use School Board property for any purpose without first obtaining approval through the Management Platform.

- (1) Site Principal Responsibilities. Any use of School Board property must be approved by the site Principal, who may not waive any requirements of this policy, unless otherwise indicated herein. The Principal shall be responsible for safeguarding of such property, facilities and equipment. In addition, the Principal shall see that the rules of the School Board are observed, and that approval has been secured through the Management Platform. The Principal is further responsible for ensuring that the school calendar is accurately reflected within the Management Platform.
- (2) Requirements for Prior Approval. Approval through the Management Platform shall be obtained at least ten days in advance of the use or event. To gain approval for use through the Management Platform, a party must execute all required forms, submit to risk assessment and mitigation, provide proof of liability insurance, and make required payments. The Management Platform shall bear responsibility for maintaining executed documents and proofs of insurance and collecting required payments in accordance with this policy.
- (3) Recordkeeping. School leasing files shall be subject to periodic audit for compliance with this Board Policy and with procedures as approved by the Superintendent in respect to consistent and orderly administration of this Board Policy.
- (4) Mandatory Fees. Unless otherwise directed herein, every outside user is responsible for all costs associated with the use of School Board facilities to ensure that the use of facilities does not incur costs that divert funds from School Board educational operations. Mandatory fees include fees payable to the school site ("School Fees") and fees payable to the District ("District Fees"), which are set forth in **Exhibit A**. The purpose of the District Fees and charges is to recover district costs for energy, field paint, supplies, pool chemicals, etc. In rare circumstances where a partnership exists which benefits the school, the Principal is authorized to waive School Fees; however, District Fees (except labor costs as may be required for supervision or clean-up) may only be waived for the following purposes:
 - (a) School facilities and equipment may be made available for any District educational purpose, or for use by employees in accordance with provisions of a collective bargaining agreement.
 - (b) School facilities may be made available to national youth groups operating under the sponsorship of a county organization provided that the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
 - (c) School facilities and equipment shall be made available for civil defense use as directed by the Superintendent who shall notify the Principal of the school affected.

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- (d) School facilities may be made available to the Board of County Commissioners for voting places in any election, provided that the Principal can make such arrangements to prevent the election from interfering with the operation of the school.
 - (e) School facilities may be made available to any governmental, community agency or other organization when specifically approved by the School Board prior to the event as being in the public interest or for the benefit of the school system or its employees.
- (5) Permissible Uses. The Principal, or other designated administrator, may permit the use of school facilities for non-school activities under the following conditions:
- (a) School facilities may be made available for specific, temporary, or short-term purposes to organizations which are civic, religious or community connected, upon the payment of the fees established herein.
 - (b) If the use is to be repetitious for a period of more than six months, approval must be given by the School Board, upon recommendation of the Principal.
 - (c) The Principal shall be responsible for seeing that the facilities are under sufficient supervision and that adequate custodial service is provided. School kitchens and food service facilities shall not be accessed or used by any outside organizations. Organizations using stadiums and sports fields (or indoor facilities for large crowd events) shall be required to have at the organization's expense, at least one uniformed security officer for the entire time of use. The Principal may require use of and payment for other specialized school or district employees or other personnel to properly operate facility lighting systems, sound systems, curtains and set rigging systems, scoreboard, and other specialized equipment. The Principal shall approve of the labor plan for supporting the use or event.
 - (d) All payments for labor related to custodial, supervisory, security, or special technician employees shall be made by the organization using the facility through the Management Platform at rates agreed upon between the School Board and its employees. Such labor payments for required services shall be in addition to the space fees charged for usage. Charges shall also be assessed for any damage to the facility, furnishings, or equipment, and reimbursement for such charges shall be made by the organization using the facility.
- (6) Booking Deposit. At the time of booking the event in the school calendar, non-refundable payment must be made in full through the Management Platform to reserve the space.
- (7) For-Profit Events. If the use of the facility is for a profit-making activity, the organization shall be assessed a fee equal to ten percent of the gross proceeds or the fees set forth in **Exhibit A**, whichever is greater. Users are required to submit record of revenue generated within three business days after the event. Users who fail to comply with this requirement will not be permitted to use School Board facilities for future events until documentation and payment have been provided.
- (8) Payment of Required Fees and Reimbursements. Lease fees shall be paid online through the Management Platform ten days in advance of the use of the facilities. Reimbursement for additional expenses, gate share, or any damage costs shall be made within ten days of date of billing and shall be paid by check made payable to the School Board of Bay County, Florida.
- (9) Liability and Insurance Coverage. Each organization proposing to utilize school facilities shall agree in writing to hold the School Board harmless from any liability which might accrue to the

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Board as a result of such use. In addition, the organization, except school booster clubs and parent-teacher groups, shall upload proof of public liability insurance coverage in the amount of at least \$100,000 per person and \$300,000 per occurrence to the Management Platform at least ten days prior to the use of the facility. Without a certificate in hand proving this insurance coverage is in effect, the facility use shall not be permitted.

- (10) Prohibited Uses of School Facilities. No school facilities, equipment, or grounds shall be permitted for any of the following purposes:
- (a) Programs involving any form of gambling or other illegal activity.
 - (b) Private teaching, unless specifically approved in advance by the School Board. Supplemental educational services under Florida Statutes §1008.331 shall not require special School Board approval. This does not prohibit student development activities such as clinics, camps, or workshops for sports, academics, theater, cheer, band, choir or other student club or booster club activities that are approved by the Principal.
 - (c) Programs which would be in violation of any law or School Board Rule.
 - (d) Use by political groups for the purpose of fund raising activities or rallies.
- (11) Special Provisions. The following special provisions shall apply to all organizations using school facilities. It is the responsibility of the Principal to see that these provisions are enforced or observed.
- (a) Restrooms will be made available for organizations renting school facilities.
 - (b) No alcoholic beverages or controlled substances shall be allowed on school property.
 - (c) No smoking or the use of tobacco products or electronic cigarettes shall be permitted at any location.
- (12) Appeal to School Board. When any organization feels that the use of school facilities has been improperly denied, or that an improper charge or fee has been applied, a written appeal may be made to the School Board for resolution.

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Exhibit A – Schedule of Space Fees

Space Fees	School \$ Per Hour	District \$ Per Hour
Classroom	\$22	\$5
Cafeteria / Multi-Purpose Room	\$32	\$15
Small Multi-Purpose Room / Band Room	\$22	\$11
Media Center	\$42	\$15
Gymnasium (Middle School)	\$75	\$72
Gymnasium (High School)	\$103	\$72
Locker Room High School or Middle School)	\$30	\$22
Auditorium - Arnold HS	\$200	\$72
Fine Arts Center - Mosley HS	\$200	\$72
Grand Piano - Mosley HS FAC	\$250	
Fine Arts Center - Bay HS	\$200	\$72
Auditorium - Rutherford HS	\$160	\$72
Football / Soccer Field / Track (no lights)	\$100	
Football / Soccer Field / Track (with lights)	\$100	\$84
Baseball / Softball Field (no lights)	\$100	
Baseball / Softball Field (with lights)	\$100	\$84
Practice Field	\$75	
School Board Room - Nelson Building		\$96
Staff Development / Training Room – Nelson Building		\$60
Tommy Oliver Stadium		\$300
Gavlak Stadium		\$240
Bozeman Stadium		\$240
Swimming Pool - Mosley HS		\$90
For-Profit Events	10% of revenue generated	

Authority: § 1001.41, Fla. Stat.

Law Implemented: §§ 1013.02, 1001.42, Fla. Stat.

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