

COMMUNITY USE OF FACILITIES**REQUESTS FOR USE OF FACILITIES**

Requests to use a school facility by groups other than school-sponsored and school-related groups shall be made to the Principal of the applicable school by forwarding a copy of the Facility Use Application and all relevant documentation and application fee to the site administrator's office. A Facility Use Application form is attached to these administrative procedures and is available on the school district's website. The site administrator shall evaluate the request and determine if the activity conflicts with other uses and if necessary staffing can be provided. If the administrator believes the facility request can be accommodated, they will forward the Facility Use Application, the application fee, and all other relevant documentation to the Executive Director of Communications and Community Relations who will then approve or deny the application after consideration of the criteria set forth below. If approved, the signed Application will constitute the agreement between Asheville City Schools and the group and incorporate Board Policy 5030 and these Administrative Procedures 5030-P.

School-sponsored and school-related groups shall coordinate their use of school facilities with the site administrator (in most cases, the principal) of the desired facility. The site administrator whose facilities are involved will make a final decision and post all events to the district calendar so that the Executive Director of Communications and Community Relations is aware of all administrator-approved facility use. School related groups such as PTO's shall execute a Facility Use Agreement, Waiver of Liability and Assumption of Risk form with the principal at least on an annual basis that will cover the entire school year. A copy of this form is attached to these administrative procedures. The original executed form shall be provided to the District's Administrator for Transportation and Auxiliary Services on or before the first event of each school year.

FEES FOR USE OF FACILITIES

An application fee will be charged to all groups (except school-sponsored and school-related groups) using school facilities, which fee must accompany the Facility Use Application. Rental fees for facilities, staffing and equipment use will be assessed for all groups in accordance with the Facility Use Fee Schedule. All fees will be collected and retained by the school district and not individual schools. Staffing costs will then be paid by the school district as necessary. The Facility Use Fee Schedule is attached to these administrative procedures and is available on the school district's website. However, political parties using the facilities for annual or biennial precinct meetings and county and district conventions will only be charged custodial and utility fees. Asheville City Schools reserves the right to cancel or amend, at any time, any facility use agreement.

CRITERIA TO DETERMINE ACCEPTABLE FACILITY USE

In addition to the criteria listed in Board Policy 5030, the following additional criteria will be considered by the Executive Director of Communications and Community Relations when reviewing Facility Use Applications:

- the facility requested is available for the dates/times requested and is not likely to be needed for school-sponsored or school-related events;
- the number of people expected to attend can be accommodated comfortably and safely in the requested space and the necessary parking is available;
- the nature of the event is appropriate to the space requested;
- the event can be adequately staffed by necessary Asheville City Schools' personnel (in general, a least one school representative must be present and on duty at all times during facility use); and
- the security of school district property and personnel can be ensured.

GROUPS USING SCHOOL FACILITIES MUST MEET THE FOLLOWING STANDARDS:

- no alterations or changes may be made to the facility;
- parking will be allowed in designated areas only;
- use will be restricted to space designated in agreement;
- damages to the facility beyond normal wear will be paid for by the user;
- user will be responsible for payment of rental fees for additional time/equipment;
- no alcoholic beverages, tobacco products, illegal drugs, firearms, or weapons will be permitted on the premises;
- the user will be responsible for strict supervision and security of the activity it sponsors at all times;
- use of facilities is AT YOUR OWN RISK and the user assumes full responsibility for personal loss or bodily harm from use of the facility. Neither the school system nor the Board of Education shall be liable for any loss, damage, or expense that may arise during or be due to the group's use of the facility;
- evidence of appropriate liability insurance coverage shall be attached when the facility use application is submitted and Asheville City Schools assumes no responsibility and shall incur no liability for unauthorized use; and
- the user will pay all rental fees required by the Asheville City Schools at least five (5) working days prior to its use of the facility.

USE OF FOOD SERVICES FACILITIES

Users must secure permission of the Executive Director for Communications and Community Relations under the guidance of the Superintendent, to use the food service facilities of any school by groups other than school-sponsored or school-related. Either the lunchroom manager or assistant manager shall be on duty at said function and shall be compensated by the group using the facility. Compensation shall be processed through the school system.

USE OF CHILD CARE FACILITIES

Groups other than school-sponsored or school-related groups must secure permission of the Executive Director for Communication and Community Relations under the guidance of the Superintendent to use child care facilities. Either the Child Care Director or his/her designee shall be on duty at said function and shall be compensated by the group using the facility. Compensation shall be processed through the school system.

USE OF TECHNOLOGY FACILITIES

Use of Asheville City Schools' technology is not permitted by user groups unless otherwise specified in the facility use agreement.

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