

# Dyer County Board of Education

Descriptor Term:

## Community Use of School Facilities

Descriptor Code:

**EBH**

Board Approved:

**8/7/18**

Rescinds:

**EBH**

Board Approved:

**1/15/13**

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for  
2 public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the  
3 welfare of the community, as approved by the Board.<sup>1,2</sup>  
4

- 5 1. Request for the use of school facilities shall be made at the office of the principal and/or  
6 Director of Schools or his/her designee prior to the date of use;  
7
- 8 2. A Rental Application must be completed;  
9
- 10 3. A hold harmless agreement must be signed by person responsible;  
11
- 12 4. Student clubs and activities, parent-teacher associations, and other organizations  
13 affiliated with the schools shall be permitted reasonable use of school facilities without  
14 charge;  
15
- 16 5. School facilities may not be used for private profit, except that unused facilities may be  
17 leased or private day-care centers and kindergartens which provide educational and child  
18 care services to the community;<sup>2</sup>  
19
- 20 6. All activities must be under competent adult supervision and approved by the building  
21 principal. In all cases, an assigned school employee will be present. The group using the  
22 facilities will be responsible for any damage to the building or equipment;  
23
- 24 7. Groups receiving permission for building use are restricted to the dates and hours  
25 approved and to the building area and facilities specified, unless requested changes are  
26 approved by the principal;  
27
- 28 8. Groups receiving permission for building use are responsible for the observance of all  
29 fire and safety regulations at all times;  
30
- 31 9. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not  
32 permitted in school buildings. Smoking within the building is not permitted;  
33
- 34 10. The Board will cooperate with recognized agencies, such as the Red Cross, National  
35 Guard and Civil Defense, and will make suitable facilities available during community  
36 emergencies;  
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- 38 11. If school kitchens are to be used, a school food service employee must be hired by that  
39 group to be in attendance during the hours the kitchen is in use. The pay shall be his/her  
40 normal rate of pay, except in cases where his/her hours shall exceed 40 in that week, then  
41 the pay shall be 1 1/2 times his/her regular pay;  
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- 12. School facilities may not be used for religious purposes on a permanent basis;
- 13. Should a religious organization request to use school facilities for an activity other than instructional and/or religious nature, the organization will be treated as other community organizations;
- 14. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other nonprofit, recreational, religious, political or philosophical groups.

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Legal References:

- 1. TCA 49-50-201.
- 2. TCA 49-2-203(b)(4).
- 3. TCA 39-6-301; TCA 39-6-930.

*Note: Lines 35-38 on page 1 are Dyer County Policy.*

### Use Application

Date of Use \_\_\_\_\_

Time to Enter Building \_\_\_\_\_

Time to Leave Building \_\_\_\_\_

Building to be Used \_\_\_\_\_

Name of Group \_\_\_\_\_ No. in Group \_\_\_\_\_

What Type of Activity \_\_\_\_\_

The applicant further agrees to pay a fee for the following;

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Fee \$ \_\_\_\_\_

By signing this application, I hereby acknowledge and agree that I am personally responsible for the group and will pay for any damage to any school property. I will insure that the group has proper adult supervision at all times and that the building and grounds are used only for the requested purposes and in conformity with the rules and policies of the Board of Education. I further acknowledge and agree that school activities have priority for the use of the building and that an assigned employee of the school system must be present at all times during the use. I understand this means that the requested building could become unavailable for my group's use if the building is needed for a school activity of if a school system employee cannot be present.

\_\_\_\_\_  
*Signature of Responsible Party*

\_\_\_\_\_  
*Date of Application*

\_\_\_\_\_  
*Address of Person Above*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Signature of Principal*

One Copy to: Organization  
One Copy to: Principal