

7.10—PUBLIC USE OF SCHOOL BUILDINGS

It is the policy of the Board that District school buildings may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work and proper protection is afforded the district against the potential costs of such use. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities. ***School events and activities will supersede any non-school event/activity regardless of which activity was scheduled first.***

The District shall establish a ***use fee*** schedule for any ***for-profit*** non-school related group or individual requesting to use school facilities the District intends to make available for public use. The fee schedule may be individualized for each school facility and shall be based on a formula³ that allows the District to reclaim the actual costs incurred by the District from the use of the facility.

The District shall also require all ***for-profit*** non-school related group or individual using a district facility to provide proof of having purchased sufficient active and current general liability insurance to cover the damage to, or the cost to entirely replace the structure(s) and furnishing(s), if necessary due to the loss of, or damage to, District property.

Arrangements for facility use will be made by contacting the principal's office of the facility being requested and by completing/submitting the Facility Use Agreement. All applicable fees shall be paid in advance to Centerpoint Public Schools.

In all cases, the renting group will assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the school district and its employees from any loss or damage. The renting group will observe all fire and safety regulations. In addition, the use of tobacco and alcoholic beverages on school district grounds is strictly prohibited.

Further, the renting group will agree that no immoral or illegal activity will take place on/in the premises. No meeting will be held in a school building for the purpose of advancing any doctrine or theory subversive to the Constitution or laws of the State of Arkansas or the United States or for any other purpose that may be detrimental or destructive to the buildings, fixtures, furniture, or property.

The Board of Education reserves the right to refuse approval or to cancel any and all agreements issued for the use of school district property when it is deemed that such action is necessary for the best interests of the district. Board of Education policies and regulations, which govern school use of facilities, will also govern community use of school district facilities. Fees may be waived by the superintendent for any organization or activity that, in the opinion of the Board, has a positive impact on the students and/or the greater school community (i.e. Boy Scouts, Relay for Life, etc...).

Use Fee- \$50 minimum per event (For Profit Users/Events)

The \$50 fee covers the first two hours. An additional \$10 per hour will be charged for events beyond 2 hours. *This fee is charged to private individual, and for-profit events and activities. The fee is required to cover utilities, consumables, wear-and-tear on facilities, etc...*

Custodial Fee/Deposit- \$20.00 minimum (All Users)

The custodial rate of \$20.00 per hour, per custodian for prep and clean up.
1 hour / 1 custodian minimum required = \$20.00

This fee must be paid as a deposit by all groups utilizing a campus facility. For groups that indicate they will set up prior to, and clean up the facility following the event, the deposit will be returned upon satisfactory inspection of the area by school personnel. For organizations that have regular, recurring meetings a single deposit may be paid at the start of the year and kept as a deposit so long as the facilities left in satisfactory condition after each use.

The minimum fee may increase depending on the size and nature of the event (example, banquets involve disposing of food trash, cleaning up spills, etc..., so the rate is increased).

Keys

If a key is required for the event, a key will be loaned to the individual who has reserved the facility.

Note: If the key is lost and the district is required to re-key the facility, the individual who reserved the facility will be charged the costs of rekeying the facilities locks including locksmith costs, hardware, etc...

Additional Fees

Any additional costs incurred due to the event/activity shall be the responsibility of the group/individual renting the facility. School facilities that do not appear on the District’s fee schedule shall not be available to the public.

Outside organizations who use outdoor spaces shall be responsible for providing any necessary portable toilets. Bathrooms in school buildings will only be available to organizations using outdoor spaces if the organization agrees to pay for the use of the necessary, segregatable and securable portion of the building in addition to the outside space. If the portion of the building containing restrooms cannot be segregated and/or made secure, both the outdoor and indoor space must be rented and insured against loss or accident.

Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms⁵ of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120 or the individual has a valid conceal carry license and leaves the concealed handgun in the individual’s locked vehicle.⁶

Available facilities include:

<p><i>Centerpoint Primary School</i> (Glenwood) <i>Library</i> <i>CES Cafeteria</i> <i>PE gym,</i> <i>Playground and playing field in front of campus</i></p>	<p><i>Centerpoint Intermediate School</i> (Amity) <i>Old Amity gym</i> <i>CIS Cafeteria</i> <i>Playground</i></p>	<p><i>Centerpoint High School</i> (Rosboro) <i>Cafeteria</i> <i>Parking lot</i> <i>Football field</i> <i>Gym</i> <i>Practice gym</i> <i>Baseball/Softball fields (Amity)</i></p>
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Date Adopted:

Last Revised: 7/1/2016

7.10F—CENTERPOINT PUBLIC SCHOOLS FACILITIES USE FORM

Facility requested (include campus name): _____

Date / Time of event: _____

Name of organization: _____

Name of person responsible for the event: _____

Phone number(s): _____ Email: _____

Title and description of the event: _____

The *Custodial Deposit for this event will be: _____
(*\$20.00 per hour/per custodian. Amount varies by event. Refer to policy 7.10 for details*)

I have read, understand, and will abide by district policy 7.10 regarding use of this facilities, and agree to abide by all policies and restrictions therein. I understand I am responsible for the properties in accordance with this policy. I will return all keys provided by the next business day following the event.

Responsible Person's Signature

Date

For District Use Only (see policy 7.10 for details)

Proof of Liability Insurance Provided

Insurance Requirement ***Waived***

Use Fee ***Paid*** (\$50 first 2 hours, \$10 each hour after)

Use Fee ***Waived***

*Custodial Deposit of \$ _____ ***Paid***

After approval by the Facility Administrator, this form will be sent to the Superintendent for final approval. Applicable fees and proof of insurance must be presented to the superintendent prior to the event.

Approved by:

Facility Administrator

Date

Superintendent

Date