

TERRELL COUNTY BOARD POLICY

Descriptive Code: KG
Issue Date: 05/13/19
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Use of Facilities

General Procedures:

The Terrell County Board of Education will permit limited use of its facilities.

The following procedure should be followed when requesting the use of any school facility:

- A. Contact the superintendent to determine if the facility desired is available on the date needed.
- B. Write a letter to the superintendent requesting the Superintendent's approval.
- C. The Superintendent will notify the organization as to the decision. A copy of the rules concerning the use of facilities and fees will be provided to the person(s) making the request.

Facility Types

Cafeteria Only - \$250 Rental Fee + \$350 Cooks & Custodian **Total** \$600

1. If both the cafeteria and kitchen is to be used, then an employee of the school cafeteria must be employed to supervise the use of the kitchen. It will be the sponsoring organization's responsibility to pay the cafeteria employee(s). The employee(s) will be paid at one and one half the rate of their hourly fee unless otherwise specified.
2. Additional fees include \$350 for cooks and custodian.
3. The sponsoring organization will be responsible for proper use and protection of all equipment. If any damage occurs, it will be the responsibility of the organization to pay all expenses incurred for repairs.
4. Only the cafeteria staff can operate kitchen appliances unless approved by the superintendent. The superintendent should be notified if this service is desired.
5. School staff will be responsible for unlocking and locking the building.
6. If the sound system is needed, make arrangements with the superintendent. The proper use will be explained and demonstrated.

Gym Only - \$500 Rental Fee

1. Rental fee \$500 + \$300 for cafeteria and gym combined Total \$ 800.00
2. If both the cafeteria and kitchen is to be used, an employee of the school cafeteria must be employed to supervise the use of the kitchen. It will be the sponsoring organization's

responsibility to pay the cafeteria employee(s). The employee(s) will be paid at one and one half the rate of their hourly fee unless otherwise specified.

3. If the sound system is needed, notify the superintendent at the time of the request. The sponsoring organization will be responsible for proper use and protection of all equipment. If any damage occurs, it will be the responsibility of the organization to pay all expenses incurred for repairs.
4. School staff will be responsible for unlocking and locking the building.

Activity Field/Tailgate

- The Activity Fields will be used for school sponsored activities only.

Limitations

1. Payments due 48 hours prior to the event
2. No alcoholic beverages or drug use will be allowed on school property.
3. Tobacco use is prohibited in all buildings and on all school property.

Primary Consideration will be given to:

1. School Related Groups and Activities
2. Civic Groups
3. Service Organizations
4. Religious
5. Funeral