

## **COMMUNITY USE OF SCHOOL FACILITIES – ADMINISTRATIVE PROCEDURE**

The Augusta Board of Education encourages the use of school facilities by Augusta community groups.

Some restrictions are necessary to protect the schools and school equipment, as they belong to all the people of the community and represent a significant investment of taxpayer dollars.

Therefore, the Board has approved the following detailed regulations pertaining to public use of school facilities.

The Board has also established rental charges and nominal fees to cover additional costs of labor, heat, and lights.

Community groups using the buildings must request permission the building principal, as may apply.

### **I. School Related Organizations and Activities**

- A. Requests by any school-sponsored group or organization for the use of any school building for evening lectures, entertainments, or rehearsals, shall be made to the principal of the school concerned, who shall have the authority to grant the permission and who shall advise the Superintendent. If admission is charged, the school organization using the building shall be required to pay for the cost of extra custodian service, unless specific remission of such expense is granted by the board.

No student activity on a night preceding a school day when school is in session shall be held later than 10:00 p.m. On all other nights these activities must cease no later than midnight, except by special permission by the board.

### **II. Non-school Organizations and Activities**

- A. Uses by non-school organizations will be scheduled by the building principal. In all cases, the regular school activities or organizations of the school shall have first preference in request for the use of any part of the building, providing the school has not already been reserved and permit granted. Where a permit is issued for regular use (such as Boy Scouts, Girl Scouts, YMCA, etc.) school activities and organizations take precedence over the regularly scheduled “outside” activity.

No organization shall be granted the use of a school building unless there will be a responsible person designated to be in charge.

No tickets shall be sold, nor notice of lectures, concerts, or other entertainments for amusement of any kind shall be given in any school building without permission of the superintendent, except for the usual school functions, which are held at the direction of the principal.

No designated representative shall have the right to open any school building outside of school hours (including Saturdays and Sundays) for any person or persons, except the superintendent or principal or persons designated by them, unless they first have authority in writing to open said building.

The Superintendent of schools is authorized to exercise his/her discretion in denying application for rental of school facilities when, in his/her judgment, it would not be in the best interest of the School Department or the schools to grant approval.

### III. For -Profit Organizations

- A. For-profit organizations are encouraged to seek building space for private enterprise in the private sector. The Superintendent may approve a building use or rental to a for-profit organization only if suitable space is not reasonably available for a single event or program when, in his/her opinion; such use is in the best interest of the community.
  - 1. School authorities are not responsible for loss or damage of equipment or articles brought into the building.
  - 2. The person or organization renting school facilities will be responsible for any damage to building and furniture.
  - 3. Any use of cafeteria in conjunction with an all-purpose room will require the employment of the cafeteria manager or a member of his/her staff, in addition to rental costs.
  - 4. All meetings, activities, entertainments, or dances must cease not later than 12:00 midnight, and the person responsible must see that the building is closed promptly.

5. The number of tickets sold must not exceed the seating capacity of the auditorium or gymnasium for which permit is granted.
6. A permit for each application will be filed with the superintendent when approved. Any such permit is not transferable. Only that part of the school building specifically mentioned in a permit is to be used. Classrooms will not be available as dressing rooms or make-up rooms, except upon approval of the principal.
7. Smoking in any part of the school building is prohibited.
8. All laws, local ordinances, and rules of the police and fire departments regarding public assemblies must be strictly complied with. The holder of a permit must provide sufficient police and fire department attendance at each performance, if needed.
9. Special permission must be obtained for the use of audio video equipment, decorating, installing scenery, and moving or tuning pianos. No pianos, moving audio video equipment, scenery, or other apparatus are to be moved into the building unless special permission is granted. No signs, banners, flags, or other foreign material may be hung or draped in or from rented school windows or on the exterior of such buildings.
10. The service of building custodian does not include the erecting or dismantling of scenery or equipment, unless such scenery is the property of the Board of Education.
11. Scenery, palms, or other equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons not officially connected with the schools, the party to whom the permit is issued will be required to pay for the cost of removal of same, which will not be delayed for the convenience of the party who used the building.
12. Should the holder of a permit wish to cancel a reserved date, the principal must be notified at least by 12:00 noon on the day of the meeting or performance. If no notice is received by the principal and the holder of the permit fails to appear within one hour after the meeting or

performance is scheduled to start, the holder of the permit must pay the regular charge and the operating costs for the time the building is kept open.

13. The Board of Education, or its representative, shall at all times have free access to all parts of school buildings, and shall reserve the right to revoke any permit should such action be deemed necessary or desirable and in the best interest of the school system and the public.

Adopted: Prior to 1971

Revised: 12/8/80; 9/23/88; 12/12/88; 9/10/97; 11/4/15

Reviewed: March 11, 2020