

Wilson County Board of Education

Policy Description:

Community Use of School Facilities

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Policy Number:

3.206

Amended Date:

05/03/10

Rescinds:

Reviewed: 04/10

Issued: 06/03/04

1 The Board of Education has control and supervision of all school facilities in the Wilson County School System
2 and grants the temporary use of them to others as provided herein. The principal has custody of school facilities
3 assigned to him/her by the Board of Education and must have knowledge of the group that wishes to use or rent
4 the facility and must personally approve the person to be in charge of the activity. Use of facilities by the
5 schools and by school related organizations shall take precedence over all other uses.

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7 When not in use for school purposes, school buildings and grounds or portions thereof may be used for public,
8 governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.^{1,2,3} The
9 Director of Schools shall define procedures for school facilities use.

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- 11 1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of
- 12 use;
- 13 2. Students clubs and activities, parent teacher associations, and other organizations affiliated with the
- 14 schools shall be permitted use of school facilities without charge;
- 15 3. School facilities may not be used for private profit, except that unused facilities may be leased for
- 16 private day care centers which provide educational and child care services to the community;
- 17 4. All activities must be under adult supervision and approved by the building principal. In all cases, an
- 18 assigned school employee will be present. The group using the facilities will be responsible for any
- 19 damage to the building or equipment;
- 20 5. Groups receiving permission for building use are restricted to the dates and hours approved and to the
- 21 building area and facilities specified, unless requested changes are approved by the principal;
- 22 6. Groups receiving permission for building use are responsible for the observance of all fire and safety
- 23 regulations at all times;
- 24 7. The use of alcohol beverages, drugs or tobacco, profane language, or gambling in any form is not
- 25 permitted in school buildings;
- 26 8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard, and Civil
- 27 Defense and will make suitable facilities available without charge during community emergencies;
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¹ TCA 49-50-201

² TCA 49-2-203(b)(4)

³ Lamb's Chapel v. Center Moriches Union Free School District, 113 S. Ct. 2141 (1993)

1 9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise
2 the use of the equipment;

3 10. The Board will approve and periodically review a fee schedule for the use of school facilities by
4 community or civic organizations and other non profit, recreational, religious, political, or philosophical
5 groups.
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7 Organizations using school facilities shall be responsible for the proper conduct of all persons attending the
8 event and for immediate restoration of school property in the event of any damage and shall be required to sign
9 an indemnification and hold harmless agreement.
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11 Use of facilities by commercial groups or for political organizations shall be discouraged and permission shall be
12 granted only by approval by the Board of Education upon recommendation of the principal and Director of
13 Schools.
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15 When it is clearly indicated that the facilities are utilized for activities related to the school program, no rental fee
16 shall be charged for such usage. Organizations that are civic in nature, and activities that are child and youth
17 centered, shall not be charged a rental for such usage, provided there is no admission fee for the activity
18 involved. Fundraising events that directly benefit the public school program shall not be interpreted as charging
19 an admission fee.
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21 A rental fee schedule shall apply to the use of facilities for which admission is charged or performers are paid for
22 their services, and any other use not specifically exempt in the paragraph above. In addition to the rental fee, all
23 groups shall be required to reimburse the school system for the actual costs of custodial and cafeteria services
24 incurred. Rental fees charged shall be based on actual time the facility is in use.
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26 Additional information regarding Facilities Usage may be found in the Accounting Manual.
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