

Series 2000 - Finance and Facility Management

Section 2300 – Facility Administration

Policy 2303 - Use of School Facilities

- 2303.1 When not in use for school or other board purposes, school buildings, grounds, or other board owned or controlled property may be used for community activities.
- 2303.2 This policy shall apply to the use of all facilities and property owned by the Harrison County Board of Education. Nothing in these regulations shall be construed to limit the terms and conditions of any lease of facilities or property owned by the Harrison County Board of Education.
- 2303.3 The private use of facilities for personal gain is not permitted. Permit fees will be charged in such a fashion as to cover the reasonable expenses of operation, repair, replacements and maintenance of such equipment and facilities. The superintendent or designee shall have the authority to waive the use fees for activities which directly benefit the students of Harrison County Schools and in which the students personally participate in the use of the facility.
- 2303.4 Persons desiring to use facilities or property owned or operated by the Harrison County Board of Education shall obtain a written permit from the principal or other administrator charged with the management of such facilities or property. Permits must be signed by the responsible person or officer of the organization requesting the use of the facilities or property. If modifications to the facilities or property are required, application for such modification must be made sufficiently in advance to provide sufficient time to perform such modification. The board reserves the right to charge for additional time spent beyond the contract amount if the use of the facility extends beyond the allotted time or if unexpected expense results from the use.
- 2303.5 Regular school activities and activities sponsored by organizations affiliated with a school shall be given priority over other applications for permits to use any facility. School affiliated organizations shall be defined as booster and alumni organizations, and internal school organizations, such as Key Club, student council, chess club etc. that fall within the control of the school. School affiliated organizations and partners in education will be exempt from rental fees, but applicable assignment fees may be applied.
- 2303.6 If a facility is closed due to inclement weather, mechanical failure or other unforeseen circumstance, use may be rescheduled through the principal or administrator charged with the management of the facility. All permits are revocable and shall not be construed as a lease of facilities or property.

2303.7 All permit fees must be remitted to the board within 10 days of the facility usage. However, if a permit is issued for a semester or year, etc., charges may be remitted on a monthly basis. All fees, along with a copy of the permit shall be remitted to the Harrison County Board of Education, Finance Department, PO Box 1370, Clarksburg, WV 26302-1370. Failure to pay any required fees on a timely basis may result in the revocation of a permit. No new permits shall be issued to an applicant until all past delinquencies are satisfied. Notice of cancellation of any scheduled use of facilities or property must be provided to the principal or other administrator, who issued the use permit, at least 24 hours in advance of the scheduled use. Failure to provide such notice may result in the responsibility to pay applicable permit fees.\

2303.8 The superintendent shall have the authority and shall establish by regulation the applicable fees for the use of Board facilities. Until such regulation is adopted, the following fee structure shall be used:

Gymnasium, Multipurpose Room	\$ 15.00/hour
Auditorium/Theater	\$ 25.00/hour
Facility with admission fee	\$ 25.00/hour minimum
Custodian/Cook additional assigned duty	\$ 15.00/hour

2303.9 The county custodial coordinator or other employee charged by the superintendent with the management of the facilities shall determine the personnel requirements for the intended use. Additional personnel assignments shall only be made when regular assignments will not accommodate the intended use.

2303.10 It is the organization's responsibility to provide adequate supervision of all persons present during the use of the facility. The principal or administrator of the facility shall be ultimately responsible for any supervision arrangements. Any use of kitchen facilities must be supervised by at least one food service staff member.

2303.11 Smoking or use of other tobacco products within any facility is prohibited. Consumption of alcoholic beverages in facilities or on property owned by the Board of Education is prohibited. All applicable fire safety requirements, including seating capacities, shall be observed in the use of facilities or property. All equipment or other property of persons using facilities or property must be removed immediately following such use. Prior written permission must be obtained from a principal or other administrator with respect to the use of Board owned equipment or property.

2303.12 Persons or organizations issued a permit to use facilities or property shall be responsible for any damage to property resulting from negligent use at replacement cost. Such persons or organizations shall indemnify the Board against all liability for injuries to persons or property resulting from negligence, misconduct, or misuse of facilities or property.

Approved by Harrison County Board of Education

Effective Date : September 17, 2002

Page 2 of 2

