

DORCHESTER SCHOOL DISTRICT TWO USE OF DISTRICT FACILITIES GUIDELINES

- 1) **What are the steps for facility usage?** Organizations should complete KF-E(2), KF-E(3), Fee Schedule, and the Fee Waiver Request (if necessary) and submit to the school at least 15 business days prior to the first requested usage. The Principal or designee should review the application, availability of facility, and request any additional or clarifying information (such as staff for audio/visual/scoreboard). Once approved by the Principal, these documents should be submitted to the Finance Office (Anna Cribb) for District Level approval. The requesting organization must submit the required insurance documentation and make payment prior to use.
*Please inform organizations that application approval is contingent upon the District Office Approval
- 2) **When should the application for facility usage be submitted?** Applications must be submitted to the school at least 15 days prior to the first date requested for facility usage. Applications should be forwarded to the District Office immediately, no less than 10 business days prior to the first date requested for facility usage.
- 3) **Which organizations qualify for a waiver of all fees?** State and Local Government Agencies using the facility for governmental purposes.
- 4) **Which organizations qualify for a reduced fee?** 501(c)(3), 501(c)(4), and other non-profit agencies which directly support or benefit Dorchester School District Two students.
- 5) **How is a reduced fee calculated?** A reduced fee shall be one-quarter (1/4) of the standard facility usage fee. The reduced fee shall only apply to the facility usage fee and not the after-hours fee or fees for staff required to assist with use of equipment.
- 6) **What is the process for waiver/reduced fee approval?** The organization will submit the application for facility usage and application for waiver/reduced fee to the school principal or designee. The school staff will complete the Facility Use Fee Schedule determining the anticipated facility usage fee and sign off on the applications. The applications will then be submitted to the District Office (Finance Office, Anna Cribb) for approval. Once the application and waiver/reduced fee application is signed by both the school and district office staff, the organization can be notified of the final cost.
- 7) **What is the fee for audio/visual or other additional staff?** If audio/visual or additional staff are needed, the organization shall be charged \$40 per hour per person. This fee will not be waived/reduced. Organizations cannot provide their own members to run audio/visual or other equipment. This fee is in addition to the after-hours fee.
- 8) **How does the organization pay the required fees?** Once the application is approved, the District Office will return the application to the school. The school designee should contact the organization to confirm approval and notify the organization that insurance documentation and the fee should be provided directly to the Finance Office (Anna Cribb).

*All facility usage fees must be paid to the District Office, they may not be diverted to any third party, including PTA or Booster Clubs.

Policy KF Community Use of School Facilities

Issued 7/22

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes.
- Use of school facilities by the schools and by school related organizations takes precedence over all other uses.
- The board will not rent any building or part thereof to an individual or group for private or corporate gain.
- The use of a school building, facility or other school property for any non-school purpose must not interfere with the school program.
- A political party or the state election commission may conduct a primary or election, in a school facility based upon availability as determined by the board.
- With the exception of 501(c)(3) non-profit organizations, non-school groups may not use school facilities for money-raising events.
- City, county, and state government entities may use some facilities without charge upon approval of the principal and superintendent.

Organizations using school facilities are responsible for the proper conduct of all persons attending the event, for providing police protection if needed, for immediate restoration of school property in the event of any damage, and for all liabilities of all persons in attendance.

- The district will set forth all terms in a contract which an official representative of the organization must sign.
- The administration will set up a schedule of fees which takes into consideration the purpose of the event. Fees will be sufficient to cover operational expenses and a reasonable amount for overhead.
- When school facilities are used by non-school persons, a school employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility, except when a primary or election is conducted in a school facility.
- The administration may establish detailed administrative rules pertaining to public use of school facilities in keeping with the above policies. However, the board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- The board directs the administration to seek board approval prior to administrative action in any case of doubt.
- No alcoholic drinks will be sold, distributed or used on school property at any time by anyone.
- Other events that may be of service to our students may also qualify for a reduction or waiver of facility fees. The administration may set guidelines for such an activity as they deem necessary. Such reduction or waiver of fees will be determined by the superintendent or their designee. A use of the facilities fee waiver application must be submitted by the organization along with an application for facilities usage. Both forms must be approved by the superintendent or their designee prior to facility usage.

Adopted 2/00; Revised 11/12/07, 7/25/22

Legal References:

United States Code of Laws, as amended:

Boy Scouts of America Equal Access Act, 20 U.S.C.A. Section 7905.

S.C. Code of Laws, 1976, as amended:

Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.

Section 59-1-370 - Closing of educational institutions on general election day.

Section 59-19-90(7) - General powers and duties of school trustees.

Section 59-19-120 - Rules and regulations governing use of school buildings.

Section 59-19-125 - Leasing school property for particular purposes.

Federal Cases:

Child Evangelism Fellowship of South Carolina v. Anderson School District Five, 470 F.3d 1062 (4th Cir. 2006).

Dorchester County School District Two

FILE KF-E(3) Dorchester School District Two Facility Usage Agreement

Use of any and all facilities directly or indirectly operated by, under the control of and/or otherwise subject to the authority and control of Dorchester School District Two will be governed by and will occur within those stipulations and parameters as stated in Board Policy KF and within those set by any other rule or regulation established by the board and/or its designee in conjunction with Policy KF and relevant to the use of school facilities in general and to the use of a specific facility for a specific event as the need arises to make such decisions and set such conditions.

The organizations renting the facilities hereto acknowledge an understanding of, agreement with and acceptance of the general provisions of Policy KF and/or those provisions of any specific terms further stated herein and/or on the attached form and/or on any other documents relating to the facility in general or in particular and to the activity in general or in particular. The signees hereto further agree to adhere to the aforementioned terms and/or provisions and to those of any regulation or stipulation that are established by the board and/or its designee during any and all phases of the event for which use of the facility has been granted.

Dorchester School District Two Board of Trustees and/or its designee(s) reserves the right to exercise its discretion and authority pertaining to the use of facilities under district supervision as is deemed proper and necessary by the provisions of Policy KF, SC Code of Laws and any other local, state and/or federal statute or regulation governing use of and access to public facilities, use of and access to school facilities and powers of boards of trustees.

In acknowledgement of the understanding of, acceptance of and agreement with terms and provisions referred to herein and contained in same or in any other appropriate documents related hereto, the document is signed by:

Name of Organization

Date

Representative Name

Representative Signature

School

Principal Signature

Date

Superintendent/Designee

Approval () Yes () No

Date

Dorchester County School District Two

FILE KF-E(2) Dorchester School District Two Facility Usage Agreement

FOR DISTRICT OFFICE USE ONLY

Date request received: _____

Approved: _____ NOT Approved: _____

Police/Security Required: Yes No Providing Agency: _____ No of Officers: ____

Name of School Approver: _____ Date: _____

Name of District Approver: _____ Date: _____

General information

Requesting Organization: _____

Organization Contact Name: _____

Organization Telephone Number: _____

Organization Email: _____

School Site Requested: _____

Event Beginning Date: _____ Event Ending Date: _____

Event Beginning Time: _____ Event Ending Time: _____

Purpose of event or activity: _____

Description of event or activity: _____

Activity phase considerations - Describe activities to be conducted during the phases listed below; cite any special needs, etc.

Pre-activity (set up): _____

Activity operation: _____

Post-activity (shut-down, clean-up): _____

Security - The user assumes full responsibility for providing and maintaining during all phases of the activity, security that is adequate to ensure the safety of persons and property impacted upon by the activity.

Liability - The user assumes full responsibility for any and all damages, injuries, claims, or property damage which arises or may arise from or during any phase of this activity and/or that may be directly or indirectly attributed to any phase of this activity. The user agrees to indemnify, hold harmless, and defend Dorchester School District Two, its agents and assigns, from any and all damages, injuries, and claims arising from or attributed directly or indirectly to the activities and use of the facilities.

Facility restoration - Facilities and/or areas used by the requesting agency are to be returned to pre-activity condition to allow immediate use by staff and students upon their return to the site for regular school operations. Describe plans for clean-up.

Fee schedule – See KF-E(1)

Dorchester County School District Two

DORCHESTER SCHOOL DISTRICT TWO USE OF DISTRICT FACILITIES FEE SCHEDULE

Type of Space	Fee per Hour	Number of Rooms	Number of Hours	Total Fee
Classroom				
Choir, Band, Specialty Room				
Media Center				
Cafeteria/Multi-Purpose Room				
Gymnasium				
High School Auditorium				
Elementary Field/Outdoor Area				
MS/HS Field				
Stadium (without lights/scoreboard)				
Stadium (with lights/scoreboard)				
Miscellaneous Equipment (list items): _____ _____				
Additional Staff: _____				
After-Hours Fee				
TOTAL				

NOTE: All events occurring/continuing beyond 7:00pm or on the weekends will be subject to an additional fee of \$40.00/hr for custodial, maintenance, and building supervision.

FILE KF-E(1) Dorchester School District Two Use of District Facilities Fee Schedule

Facility for Use	Rental Fee
A. Meeting space charges (per hour)	In USD
Classroom	12.00
Choir, band, or other specialty room	15.00
Media Center	15.00
Cafeteria (no kitchen)/Multi-purpose room	20.00
Gymnasium	22.00
High School Auditorium	50.00
Elementary Field/Outdoor Area	25.00
MS/HS Field	50.00
Stadium (w/o lights/scoreboard)	75.00
Stadium (with lights/scoreboard)	95.00

NOTE: All events occurring/continuing beyond 7:00pm or on the weekends will be subject to an additional fee of \$40.00/hr for custodial, maintenance, and building supervision.

Dorchester County School District Two

Dorchester School District Two Facility Usage Reduced Fee Request Form

FOR DISTRICT OFFICE USE ONLY

Waiver Approved: _____ Reduced Fee Approved: _____ (amount included)

Waiver NOT Approved: _____

Name of School Approver: _____

Date: _____

Name of District Approver: _____

Date: _____

General information:

Requesting Organization: _____

Organization Contact Name: _____

Organization Telephone Number: _____

Organization Email: _____

Type of Organization:

501(c)(3): _____ 501(c)(4): _____ Government Agency: _____

Organization Providing Services for Students of DD2: _____

Reason for Waiver Request (Please indicate how your organization directly supports Dorchester School District Two Students):

_____.

I certify that all of the above statements are true and accurate to the best of my knowledge. I understand that false statements made on this application or any other to Dorchester School District Two may result in denial of facility usage privileges. I understand and agree that waiver of the facility usage fee does not constitute a waiver of the custodial/maintenance fees and other associated or required fees. I further understand that waiver of the facility usage fee does not constitute a waiver of any other rule, regulation, and policy regarding usage.

Signature

Date

Dorchester County School District Two