

**CHAPTER 9.00 – SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS
SCHOOL BOARD PROCEDURES MANUAL**

**FOR SCHOOL DISTRICT OF
WASHINGTON COUNTY**

**CHAPTER 9.00: SCHOOL COMMUNITY RELATIONS AND INTERLOCAL
AGREEMENTS**

Use of Facilities 9.30+

USE OF FACILITIES

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The procedures available for use of facilities, are shared with any individual or group requesting use of the school facilities and are available in each school office. School property, facilities and equipment are intended primarily for educational purposes and for the benefit of students. No other use shall interfere with these purposes. The principal shall approve the use of school property, facilities and equipment for any group except as herein provided. He/she shall be responsible for safeguarding of such property, facilities and equipment. In addition, he/she shall see that the rules of the School Board are observed, that proper forms are executed and that required payments are made.

1. Use of School Property Without Charge

The principal may authorize the use of school facilities without charge, except as may be required for supervision or clean-up, under the following conditions. If there is doubt as to the eligibility of an organization to use facilities without charge, the matter shall be referred to the Superintendent for resolution.

- a. School facilities and equipment may be made available for any district educational purpose.
- b. School facilities may be made available for specific, temporary, short-term purposes to organizations which are civic or community connected, upon the payment of the established fee.
- c. School facilities and equipment shall be made available for civil defense use as directed by the Superintendent who shall notify the principal of the school affected.
- d. School facilities may be made available to the Board of County Commissioners for voting places in any election, provided that the principal can make such arrangements to prevent the election from interfering with the operation of the school.
- e. The principal shall be responsible for seeing that the building is under sufficient supervision and that adequate custodial service is provided. When the school food service facilities are used, the principal shall require that the kitchen be operated either by or under the supervision of school food service employees of the school district. Payment for custodial and other required services shall be made by the organization using the facility with payment being made directly to the school employee.

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2. **Use of Facilities with a Charge Being Made**
The Superintendent is authorized to approve the use of school facilities for non-school activities. Any question over the use of a school facility or the applicability of a fee shall be referred to the School Board for resolution.
3. All requests for school use which would require payment of a fee shall be approved by the principal and forwarded to the Superintendent for approval.
4. Each organization proposing to utilize school facilities shall agree to hold the School Board harmless from any liability which might accrue to the Board as a result of such use. In addition, the organization shall provide public liability insurance coverage in the amount required for use of the facility.
5. **Prohibited Uses of School Facilities**

No school facilities, equipment or grounds shall be used for any of the following purposes:
 - a. Programs involving any form of gambling or other illegal activity.
 - b. Private teaching (unless approval by both the Principal and Superintendent).
 - c. Programs which would be in violation of any School Board Rule.
 - d. Any organization or party that believes in or teaches, either directly or indirectly, the over-throw of the government of the United States or the State of Florida by force or violence.
6. **Appeal to School Board**
When any organization feels that the use of school facilities has been improperly denied, or that an improper charge or fee has been applied, a written appeal may be made to the School Board for resolution.

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