

Franklin County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Community Use of School Facilities</h2>	Description Code: <h3 style="text-align: center;">3.206</h3>	Issued Date: <h3 style="text-align: center;">11/11/13</h3>
		Rescinds: <h3 style="text-align: center;">3.206</h3>	Issued: <h3 style="text-align: center;">11/10/11</h3>

1 When not in use for school purposes, school buildings and grounds or portions thereof may be used for
 2 public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board,
 3 according to the following guidelines: ^{1,2,3}

- 4 1. The use of facilities by Franklin County Schools shall take priority over all others and will be
 5 allowed without rental fees. The organizations include but are not limited to the following:
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 - 7 • Student organizations and clubs
 - 8 • Parent-Teacher organizations and Parent-Teacher associations
 - 9 • School Booster clubs
 - 10 • Tutoring by Franklin County Schools employees
- 11 2. The use of facilities may also be allowed without rental fees by the following governmental, civic,
 12 or charitable agencies:
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 - 14 • Franklin County Government and its departments
 - 15 • Local City/Community Governmental Agencies
 - 16 • State and Federal Agencies
 - 17 • Community non-profit programs
 - 18 • Non-profit cultural programs (e.g. Boy Scouts, Girl Scouts, etc.)
 - 19 • Community non-profit charitable fund raising programs sponsored by service organizations
- 20 3. If the group or organization requesting to use the facility is not a member of one of the groups listed
 21 above, then a user's fee shall be required. However, if an individual or group provides direct
 22 support to the school and/or school activities and is approved to use a school facility on a regular
 23 basis, the user's fee may be modified or not charged, with the approval of the district.
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- 25 4. The user's fee shall be established by the School Board and reviewed on an annual basis.
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- 27 5. Payment of user's fees shall be made to the Franklin County School District. No funds shall be paid
 28 individually to any employee or individual school for use of facilities.
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- 30 6. Requests for the use of school facilities shall be made at the office of the principal on specific forms
 31 provided by the school district.
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- 33 7. All activities must be under the supervision of a school administrator or other personnel designated
 34 by the building principal and employed by the school district. A custodian and/or SRO may also be
 35 required at the discretion of the principal. The group or organization using the facility with or
 36 without the user's fee must pay all personnel costs; they will also be responsible for any damage to
 37 the building or equipment. The supervisory personnel may waive their payment if they choose to do
 38 so.
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- 8. Written requests for the use of school facilities shall be made at the office of the principal at least two (2) weeks prior to but not more than sixth (60) days prior to the date of desired use. Requester will be notified of acceptance or rejection of the facility request within five (5) business days of receipt of request. The *User's Agreement* must be signed and submitted with the request. Liability insurance may be a requirement for use of the facility and will be a requirement when a user's fee is charged and evidence of such must be submitted to the principal prior to the use of the facility.
- 9. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified unless requested changes are approved by the principal.
- 10. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times.
- 11. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted in school buildings or on school grounds. The use of tobacco is not permitted in school building and is limited on school grounds according to Tennessee law.
- 12. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies.
- 13. School facilities shall not be used primarily for religious purposes on a permanent basis (as determined by the Board).
- 14. In the event a scheduling conflict exists in regard to requested use of school facilities and/or grounds, the school sponsored event shall be given preference.

Legal References:
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)

Cross References:
Tobacco-Free Schools 1.803
Care of School Property 6.311
Use of Kitchens/Cafeteria 3.2061