

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

9.30 USE OF FACILITIES AND GROUNDS

The School Board considers school buildings and grounds as community centers which may be available for any legal assembly. The Superintendent or designee shall approve the use of all School Board facilities. The use of school property, facilities, and equipment shall not interfere with the educational program of the school.

I. GENERAL PROVISIONS

The principal or building administrator shall secure the approval of the Superintendent or designee before authorizing the use of school property, facilities, and equipment. The principal shall be responsible for safeguarding school property, facilities, and equipment; enforcing and informing groups of School Board policies; executing proper forms; and, when appropriate, collecting payments, prior to making the facility available to the requesting organization. The principal shall retain the right to refuse access to the building based on failure to follow policies and procedures. The principal shall ensure that proper documentation is available and shall provide written notification regarding the refusal of future building utilization requests, for organizations using the facilities in a manner inconsistent with the agreement. The following conditions shall apply:

- A. A responsible School Board employee shall be designated by the school principal to open school facilities for public purposes. This individual shall remain present until the meeting or event is completed and the school premises are secured and shall be vigilant against misuse of school property. Board employees who are administrators are not eligible to be compensated for building utilization activities.
- B. The premises shall be left clean consistent with conditions and complied with all policies and procedures agreed upon at the initiation of the meeting or event. Failure to comply with this provision may result in denial of future requests for use of the school property or facilities.
- C. Utilization requests for a series of meetings may be approved for no more than six months in duration and are subject to cancellation at anytime within the sole discretion of the principal.
- D. The Risk-Management Department shall review all requests for high-risk activities and shall serve as the Superintendent's designee in reviewing such requests for approval. The Board reserves the right to require Liability Insurance in excess of that required in Section III B herein prior to granting approval for requests pursuant to this provision.
- E. Requests requiring extensive use of school space, athletic fields, stadiums or play fields may result in extra direct costs to the school district such as field

maintenance. Although the group may otherwise qualify for a waiver of fees, the school administrator or Director of Facilities may require services or fees from the requestor to defray costs to the School Board. Additionally, a signed contract or MOU memorializing the agreement of parties may be required, prior to the commencement of activities. Concessions and concession stands may be operated only as approved in advance by the school administrator. Alcoholic beverages are prohibited on Board owned property, including inside and outside facilities.

II. FEES

Usage fees shall be paid in advance to the District for the use of any School Board facility, buildings, property, or grounds in accordance with the rate schedule approved by the Superintendent and in effect at the time of such use. The Superintendent is authorized to adjust usage rates in response to costs incurred, such as utility and personnel costs and to implement additional procedures in response to changes in federal, state or local laws or other Board rules. The Superintendent shall establish procedures for the collection of fees. The organization requesting use of school board property will be required to pay the salary and benefit costs for the employee designated to open the facility for public purposes. Fees may be waived by the school principal or administrator in charge for the following groups if the meeting occurs at a time when school personnel are already scheduled to be on duty, otherwise, the requesting groups must pay the appropriate direct costs:

- A. School related groups, including PTA, PTSA, booster clubs, and organized sports clubs;
- B. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
- C. Any governmental function during out-of-school hours;
- D. Occasional homeowner association meetings. The waiver of fees applies to meetings only;
- E. Activities for which the participants are solely School Board employees; and
- F. Neighborhood Watch groups/Sheriff's Advisory Council groups registered with the Jacksonville Sheriff's Office and/or Atlantic, Neptune, Jacksonville Beach Police Departments.

III. LIABILITY AND INSURANCE COVERAGE

Each organization utilizing school facilities shall

- A. Agree to hold the School Board harmless from any liability which may accrue to the School Board as a result of use; and
- B. Provide public liability insurance coverage in the amount of at least one million dollars (\$1,000,000.00) per person and two million dollars (\$2,000,000.00) per occurrence, or any other coverage as required by the Risk Management Department; and

- C. Execute a form of indemnity agreement as prescribed by the Superintendent. State and local governmental agencies may modify the standard hold harmless and proof of insurance clauses with the approval of legal counsel; and
- D. Requests for waivers for liability insurance shall be reviewed by the Risk Management Department for approval.

IV. PROHIBITED USES OF SCHOOL FACILITIES

School property and facilities shall not be used for the following purposes:

- A. For Profit Entities;
- B. Commercial or personal gain;
- C. Programs involving any form of gambling or illegal activity;
- D. Private teaching, unless specifically approved in advance by the School Board;
- E. Programs in violation of Florida Statutes, local ordinances, administrative regulations, or School Board policies;
- F. Fund-raising activities by political groups;
- G. Requests for use of swimming pools shall be reserved for approved school-related events and restricted from use by outside organizations;
- H. Activities for which an admission fee is charged either in advance or at the door or requests for contributions are made. However, fees may be charged when they are returned or donated to the school or a school-related organization or are contributed to organizations which are non-profit organizations as defined in Section 273.01(3), Florida Statutes. Evidence of such status shall be provided to the School Board prior to the utilization being approved; and
- I. Events which are primarily social in nature such as weddings, receptions, funerals, family reunions and parties, except that the Superintendent may approve the use of Board facilities to conduct memorial services that include students or staff.

V. SPECIAL PROVISIONS

- A. The principal shall designate restroom facilities for use by the organization.
- B. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.
- C. The provisions of policy 6.37 and 6.38, Tobacco-Free Workplace and Alcohol-Free Workplace, which prohibits the use of tobacco products, alcohol and drug use on School Board property shall be in force during any utilization approved under this policy.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

509.032, 509.232, 768.28, 1001.33,
1001.43, 1001.51, 1001.54, 1013.10, F.S.

HISTORY:

ADOPTED: APRIL 1, 1997

REVISION DATE(S): NOVEMBER 10, 2019

NOVEMBER 5, 2003

NOVEMBER 10, 2008

JULY 6, 2010

NOVEMBER 5, 2013

JUNE 8, 2015

FORMERLY: KF