

REGULATION
Use of School Facilities

Descriptor Term: KG-R(1)
Date: XXXXXX XX, 2024

School facilities exist for the purpose of providing educational services for students enrolled in the Bibb County School District ("District"). When District or school facilities are not in use for school-related programs, the facilities may be used for non-school purposes when available and according to the provisions of this Regulation. Pursuant to this Regulation, school facilities will be used for educational, civic, cultural, recreation, artistic, and charitable activities and programs that benefit the District's students and community.

A. Establishment of Scheduling Priority

1. First Priority: School use associated with the normal school day and school-sponsored activities, as determined by the principal, will have first priority for the use of school facilities. School-sponsored activities means a school's curricular and extracurricular programs and any other activity undertaken by and in the name of the school, as determined by the principal. School-sponsored activities may also include events for the teachers and staff.
2. Second Priority: School business, school-affiliated support groups, and school-related activities such as PTA/PTO meetings, school booster club activities, student academic events, non-profit foundations established for the purpose of assisting the District and/or District schools, and parent workshops.
3. Third Priority: Government entities or events such as activities conducted by the Macon-Bibb County and public meetings of local and state agencies.
4. Fourth Priority: Civic/not-for-profit events such as meetings of civic or non-profit organizations from the Macon-Bibb community that directly support District students.
5. Fifth Priority: Commercial/for-profit events such as meetings held by local businesses entities that directly support District students.
6. Additional Uses of District Facilities
 - a. Use of Athletic Fields or Facilities: In general, athletic fields or facilities may be subject to a use agreement when the requesting party expends substantial resources to improve the field or facility, such as installing lights, irrigation systems, or scoreboards. Each such arrangement will be reviewed annually by the Capital Programs Department and the District's Athletic Director and may be discontinued if the use has caused adverse impacts to the District or school's athletic facilities or if the District or school has a need for the facility that conflicts with the outside use.

At the discretion of the principal and the Athletic Director, the use of middle and high school athletic fields and gymnasiums may be limited for the purpose of protecting the condition of such facilities as required for interscholastic competition.

- b. Film Production: For requests for the use of facilities by production companies, including movie, television, theatrical, and/or commercial productions, the Capital Programs Department, in conjunction with the principal and under the supervision of the Assistant Superintendent of Operations or his or her designee, on a case-by-case basis, may approve the use request and shall retain the right to review artistic content, including script and production schedules, for appropriate use in a school setting.

B. Procedures for Scheduling Events or Using Facilities

1. Official applications to use school facilities must be submitted at least ten (10) days in advance of the event.
2. The Capital Programs Department's webpage, located on the District's website, has information on the application process to use a District facility. The application process begins with clicking the "Requesting Use of Facility/Facilitron" link. Users will need to complete the online registration process through the Facilitron program. Users must review and agree to the Terms of Use included in the Facilitron Program.
3. The Capital Programs Department will determine if the requesting party has met all requirements outlined in this Regulation prior to approving an application.

C. General Provisions

1. Groups or organization using any District facility will accept full financial responsibility for the cost of replacement or acceptable repair to any facility, equipment, building, grounds, or property damaged or destroyed during, arising out of, resulting from or in conjunction or connection with the use of any District facility.
2. Groups or organizations using any District facility will be responsible for returning the facility, equipment, building, grounds, or property to proper conditions immediately upon completion of each facility usage to the satisfaction of the District.

3. Individuals are not eligible to apply to use or lease school facilities or school grounds for personal use or for social, private events including but not limited to baby showers, bridal showers, or weddings.
4. District employees will not make reservations for social, private events through a third party. Additionally, District employees will not make reservations for social, private events using their District email address.
5. Alcohol, drugs, violent acts, and weapons are prohibited on any District facility. Users that violate this provision will immediately forfeit future use of District facilities and may face criminal penalties.
6. While a facility is in use, nothing herein shall be construed to prohibit the Bibb County School District Campus Police Department or other public safety/law enforcement personnel, or any department of the District, its agents or employees, from entering the premises for the purpose of discharging their lawful duties.
7. District or school facility use will not occur on the following:
 - a. On the day before Fall Break, Thanksgiving Holidays, Winter Holidays, Winter Break; or Spring Break;
 - b. On any early release day, including parent/teacher conference days; or
 - c. On the last day of school.

D. Contracts and Fees

1. Users shall be required to enter into a written agreement or contract for the use of the facility in the form prescribed by the District, which may be accessed on the District's website or by contacting the Capital Programs Department. The facility use agreement will at a minimum include the insurance and contract requirements found in O.C.G.A. § 51-1-53 for any private entity engaged in a recreational, physical, or performing arts activity. Additional information regarding insurance requirements can be found through the Facilitron Program.
2. Rental or use of school facilities requires a three-hour (3) minimum charge. Use beyond this initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours.
3. Fees – Unless specifically exempted pursuant to this Regulation, all users must pay a fee to use a District facility.

- a. The Capital Programs Department will establish and maintain a fee schedule. Final approval of the fee schedule will be made by the District's Deputy Superintendent. The fee schedule will be updated as needed to cover the expenses associated with the use of District facilities.
 - b. At a minimum, the facility rental fee will be \$150.00 for the cost of the appropriate insurance coverage and costs associated with District personnel opening and closing the building. This fee may increase based on the requirement for custodial services or requested personnel or equipment, as addressed below.
 - c. The fee schedule may include categories for buildings, parking lots, fields, personnel, use of equipment and supplies, services provided, and administrative fees.
 - d. School principals or department directors do not have the authority to agree to charge any user less than the rates shown on the current fee schedule.
 - e. Users that would like to have District employees assist them while using the District's facilities will be subject to the service fee schedule. The fees for services will be provided in the Facilitron program. Examples of such services include janitorial services, technology support, or security personnel.
 - f. The use of any school equipment is by advance permission only and may require an additional fee.
 - g. If the use of District or school equipment (excluding kitchen equipment) is approved, the user will pay the equipment use fees and the cost of any specialized technicians in accordance with the fee schedule established by the fee schedule.
 - h. The distribution of food or the sale of soft drinks or other concession items is by advance permission only and may require an additional fee.
4. No Cost Use
- a. Fee may be waived in limited circumstances according to this Regulation when the sole purpose in using the school facility is to provide a service or benefit to the Bibb County School District and where all proceeds, if any, are used to support school programs. Documentation of the allocation of proceeds may be required.

- b. Fees may be waived when the sole purpose in using the school facility is to provide a service or benefit to school programs and where the event is a non-profit activity. However, custodial fees may apply. Documentation of the contracting organization's non-profit status may be required.
- c. For the purposes of this Regulation, a non-profit organization must be recognized as tax-exempt under Internal Revenue Code Section 501(c)(3), operate within Macon-Bibb County, and have ties to the community with the intention of providing free programming or services to the District, to District students, and/or District teachers and staff.
- d. A non-profit organization may have limited use of school facilities at no cost if the use:
 - i. Occurs at a school from thirty (30) minutes after dismissal until 6:00 PM.
 - ii. Does not occur in a school's gymnasium, auditorium, theater, kitchen, stage, or media center; and
 - iii. Does not require additional school supervision. Additional school supervision will be required if the activity involves: (1) more than thirty (30) individuals unless the group provides a minimum of one adult supervisor for every thirty (30) participants or fraction thereof; (2) rearranging school furniture; (3) assistance by the school custodial staff or any specialized technicians; or (4) use of the school's audio-visual equipment or any of the school's electronic devices.
- e. If a non-profit organization's use of the facility continues past the above free use periods, the non-profit organization will be expected to pay the normal rental fees established by the District's Capital Programs Department for the additional time.
- f. In addition, to qualify for no-cost use of a facility, a non-profit organization must:
 - i. Limit participation to students currently enrolled or staff currently employed at the school where the facility use will occur;
 - ii. Ensure that all students enrolled at the school or staff employed at the school are provided an opportunity to participate;
 - iii. Provide the District with written documentation for each student participant signed by a parent/guardian allowing his/her child to participate in the activities; and

- iv. Require a criminal background check of all individuals working in contact with District students, the results must be provided prior to using the facility.
 - g. There will be no rental fee charged to government agencies for using school facilities to conduct public meetings or events. However, custodial fees may apply.
- 5. Once approved, the use of a District facility cannot be transferred to another group, organization, or individual.
- 6. No application is required, and no rental fee is charged, for the occasional and general use of school parking lots, elementary school playgrounds, and middle/high school tracks and tennis courts by individuals and families at certain times as designated by the principal. An application shall be required, the fee schedule shall apply, and custodial fees may apply, when such areas are used to conduct organized events.
- 7. The District reserves the right to cancel an approved facility use if such termination is in the best interest of the District. If the District cancels an approved facility use, all rental fees paid by the contracting organization will be prorated and refunded.