

Use of School Facilities

General Conditions

1. Written application for a permit to use school facilities shall be made with the principal. Use of system facilities not normally associated with a school will require a permit from the Superintendent.
2. Anyone wishing to rent a facility not appropriate for the intended use will be directed to a school which is more suited to that purpose. For instance, a group wanting to have a banquet for adults would not use an elementary school but would be directed to a school with stacking chairs and taller tables.
3. All fees for school and system facilities shall cover the cost of utilities. Fees are payable in advance, and should be made payable to the Social Circle Board of Education. A security deposit may be required for use of special equipment.
4. Alcoholic beverages will not be permitted in school or system facilities or on said property at any time. Use of tobacco products is not allowed inside any school or system building.
5. Eating will not be allowed in carpeted areas. All meals should be served in cafeterias.
6. Although every effort will be made to cooperate with groups requesting the rental of school facilities, the school is not responsible for providing any additional equipment, such as tables and chairs. If additional equipment is required, the renting group is responsible for delivering it to the site and having it removed immediately following the event.
7. If it is necessary for a custodian and/or school food service (SFS) worker to be present, the renting organization will be responsible for paying the worker at an agreed upon rate.
8. All applicants for use of school facilities shall hold the Board free and without harm from any loss or damage, liability, or expense that may arise during, or be caused in any way by, such use or occupancy of district facilities.
9. The user of facilities shall obtain the following insurance to cover all participants in the use of facilities; Certificate of Insurance from the general liability policy for \$1,000,000.00 or special event policy obtained from Insurance Company for \$1,000,000.00. The policy must name the Social Circle City School District as an additionally insured entity. The user of facilities agrees to indemnify and save harmless the District and its agents against all claims for damages to persons or property by reason of the use or occupancy of the facility, and all expenses incurred by the District thereof, including attorney's fees and court costs.

School Food Service Facilities

Use of SFS facilities is governed by the following regulations:

1. Application for use of a school food service facility should be made to a school's principal. However, use of any school cafeteria facility for an activity must be approved at least one week in advance by the School Food Service (SFS) Director. Agreements must be signed by the principal and SFS Director at least one week in advance of use.
2. A fee of \$150.00 per day will be charged for each use of a Primary School or Elementary School cafeteria. A fee of \$250.00 per day will be charged for each use of the Middle-High School cafeteria. The fee is due at least one week in advance of use and should be made payable to the Social Circle Board of Education.
3. Any group using a school food service facility is responsible for cleaning the area and leaving it ready for use in preparing the next school meal.
4. If only the cafeteria is to be used for an activity which does not involve eating, it is not necessary for a member of the SFS staff to be present. Otherwise, a member of the SFS staff must be present.
5. If the facilities of a school kitchen or cafeteria are to be used for any meal function, whether meal preparation is done on-site or off-site, at least one member of the current SFS staff must be present. More than one staff member may be required, depending on the needs of the renting organization. A custodian will also be required for clean up.
6. Each SFS member or custodian shall be paid directly by the group using the facility immediately following the conclusion of the event.
7. A school official or custodian must be present on-site while a school food service facility is in use.

Gymnasium/Activity Center

The use of the high school gymnasium is governed by the following regulations:

1. A written request shall be submitted to the principal at least two weeks in advance of the time of use.
2. Request for Social Circle High School gymnasium or Middle School activity center shall be considered only when Social Circle Elementary School gymnasium cannot meet the needs of the organization making the request.
3. A fee of \$500.00 per day will be charged for the use of a gymnasium. The fee is due one week in advance of use, and should be made payable to the Social Circle Board of Education.
4. The organization renting or using the gymnasium shall be liable for all damages incurred during the time of use.

5. Shoes or boots not normally considered functional in a gymnasium are not permitted to be worn on the gym floor.
6. Athletic equipment is not part of the facility rental.
7. A school official or custodian must be on-site while the gymnasium is in use.

Elementary and Primary School Physical Education Facilities

The use of an elementary or primary school physical education facility ("gym") is governed by the following regulations:

1. A written request shall be submitted to the principal two weeks in advance of the time of use.
2. A fee of \$100.00 per use will be charged for the use of the Primary School facility. A fee of \$150.00 per use will be charged for the use of the Elementary School facility. The fee is due one week in advance of use and should be made payable to the Social Circle Board of Education.
3. The organization renting or using the facility shall be liable for all damages incurred during the time of use.
4. Physical education equipment is not part of the facility rental.
5. Activities involving food may not be held in physical education facilities, but must be held in area designated for eating purposes.
6. A school official or custodian must be present and on-site while a physical education facility is in use.