

School Facilities Use

A. General Policy

The Pleasants County Board of Education recognizes the interest and the capital investment the county community has in school buildings, grounds, and other facilities and believes that the same should be available for legitimate purposes. Thus, the Pleasants County Schools' properties will be made available for school and community use in accordance with the provisions of this section.

B. Use of Facilities1. Priorities:

- a. Class I: Requirements and activities of the school program shall receive first consideration in the assignment and use of school facilities.
- b. Class II: Functions of Pleasants County school-sponsored and school-related organizations shall be given priority over non-educationally related organizations.
- c. Class III: Non-profit, community, youth, civic, and recreation-related organizations and functions shall be accommodated as much as possible, subsequent to the stated higher priorities. Public meetings or meetings of other organizations not considered damaging to the image of the school system are also of this classification. Youth groups shall be given consideration over adult groups.
- d. Class IV: Groups or individuals from outside the school district desiring to use the school facilities will be approved only if the activity to be engaged in is deemed by the administration to provide a community service and to be in keeping with the accepted precepts of the schools and community. A rental fee may be charged to all such groups in addition to fees for custodial and other supervisory services as necessary.

2. Authority to grant permission to use and to regulate such use

- a. The Superintendent shall have authority to grant permission for facilities use relative to school program activities (Class I); functions of Pleasants County school-sponsored and school-related organizations (Class II); and programs of non-profit community youth, and civic organizations (Class III); and groups or individuals from outside the school district (Class IV). The Superintendent may delegate this authority to any principal with respect to the school under his/her jurisdiction.
- b. As a condition of usage of gymnasium(s), cafeteria(s), auditorium(s), and/or any other specified room(s), the user is required to assure that parking on the grounds is monitored to guarantee safety for participants in scheduled activities as well as students who may be boarding or disembarking buses during activity hours.

In order to comply with the above, approved building users will be expected to comply with the following:

1. Keep the safety/fire lane open at all times during all events.
2. Keep all vehicles parked free and clear of all building exits.
3. High school only - keep the northeast entrance to the gymnasium free of parking to allow emergency vehicles immediate access to the gym.

3. Custodian Services

When the presence of a school custodian is required, costs for custodial services for school-sponsored/school-related activities will be paid by the Pleasants County Board of Education. When the presence of a school custodian is required, costs for custodial services that are not school-sponsored or school-related activities, the Board of Education will invoice the user for expenses. The principal will decide when the presence of a custodian is required. The use of a school employee is permissible when possible and when approved by the principal.

4. Duties and responsibilities of the principal

The principal shall be responsible for scheduling and overseeing the school plant's use.

5. Hazardous Activities

Individuals, groups, or organizations may not sponsor or conduct activities that may be inordinately hazardous to persons or property. In case of doubt or question, the Board of Education shall render the final decision.

6. Charge of Admission

An organization or group may charge admission to cover the cost of the event if the following condition is met:

The activity or event does not conflict with any policy rule, or regulation of the Pleasants County Schools.

7. Fees

- a. Individuals, groups, and/or organizations using facilities shall be responsible for paying for custodial services and other services as necessary.

In the case of kitchen use, school property may be made available only when a regular school cook is employed to supervise and protect the building and equipment. The county staff will be paid by the Pleasants County Board of Education at the rates in effect at the time of the activity in accordance with established state law and Board policy. Users will reimburse the Board for any such expenses incurred. Cancellations of facility use requests must be made before noon of the last working day before the proposed activity or the group may be charged for reimbursement of staff expenses.

On days when school has been canceled because of emergency conditions such as "snow days", the school facilities may not be available and user may be required to cancel or relocate the scheduled event. Scheduled use will automatically be canceled at the school facility unless the user contacts the school being used to confirm the availability of the facility during an emergency condition.

Under no circumstances will school keys be issued to non-staff persons.

Cleaning after use will be the responsibility of the user. User will leave the facility clean and ready for use by the school. If custodial services are required, the user will reimburse the Board for expenses that may be incurred. Equipment or property damage, beyond normal wear and tear, occurring during user's activity will be repaired or

replaced from Board funds and user will reimburse the Board for any such expenses.

- b. Any third party, individual, group, or organization in Class II, Class III, or Class IV being granted permission to use facilities will be requested to furnish liability insurance in the name of the Pleasants County Board of Education in the amount equivalent to the amount as recommended by the State Board of Risk and Insurance Management. The sponsor will be requested to file the insurance policy with the Superintendent prior to the use of the new facility as approved for the protection of both the sponsor and the Board. If the third party does not have liability insurance, they may be exposed to damages resulting from legal action taken against them.

8. Property Damage

Any individual, group, or organization conducting an activity on school property or in school plants shall be fully responsible for any and all damages to and/or losses of school property by either participants or spectators.

9. Tobacco and Alcohol Prohibited

The use of tobacco and alcohol is prohibited on property owned and operated by the Pleasants County Board of Education.

10. Application for Use of Public School Facilities

Individuals and/or organizations requesting use of any public school facility shall complete the Application for Use of Public School Facilities.

11. Other

All national and state laws, local ordinances and rules of the police and fire departments must be strictly obeyed.

All meetings, entertainments, dances, etc. must close no later than 12:00 a.m. Special permission may be granted by the Superintendent for lock-ins, etc.

References: SLWV 61-6-14 and 61-6-14a

Amended: November 16, 2006

Amended: May 8, 2014