



# Request for Use of School Facilities

NOTICE: Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, i.e., clean and free from trash and debris. There is to be no tobacco products and the consumption of ALCOHOLIC BEVERAGES is PROHIBITED on the grounds and within the buildings.

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Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of individual representing organization to be present and responsible during event: \_\_\_\_\_

Federal Tax ID (if applicable): \_\_\_\_\_

Liability Insurance Information:

Insurance Agency: \_\_\_\_\_ Policy: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of School Requested: \_\_\_\_\_ Area(s) of Building Desired: \_\_\_\_\_

Date(s) Requesting: \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Purpose for which facilities are to be used (describe fully, use separate page if necessary):

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I, the undersigned applicant, have read the Rock Hill Schools Board of Trustees Policy KF and Administrative Rule KF-R and accept and agree to abide by this policy and procedures. Specifically, I understand and accept the terms and conditions of use of said policy and procedures with regard to limitations and indemnification of damages and liability. I understand my group is solely and exclusively responsible to provide all security services related to its use of school facilities and my group indemnifies and holds the Board of Trustees harmless against any claim for failure to provide adequate security. The Rock Hill Schools Board of Trustees, through the Superintendent or designee, reserves the right to cancel this agreement whenever it deems such action advisable and in the best interest of the school system; or to modify or change its rules at any time with or without cause. If cancelled, there shall be no claim or right whatsoever to damages or reimbursement on account of loss, damage or expenses, except full refund of payments made in advance.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Facilities Use Coordinator)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal/Director)



## Application Guidelines

*Applications are submitted to the schools for approval in order to avoid conflicts with school-scheduled activities. Please allow approximately 10 business days to receive the result of your request.*

In order to start the application process, we must have the following:

1. **Application Fee of \$50.00** in form of check or money order payable to **Rock Hill Schools**.
2. **Application Form**
3. **Event Worksheet**
4. **Signed Terms of Use/Agreement**
5. **Authorized Representative's Signature**

If approved, we must have the following 10 days prior to event:

**1. Certificate of Liability Insurance**

The certificate must specify the effective date of the general liability policy. These dates must cover the date(s) being requested for the use of RHSD facilities.

Limits of coverage shall be indicated on the Certificate of Insurance as follows: *All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as an additional insured.*

- 2. Complete payment** in form of check or money order payable to **Rock Hill Schools**

**For all inquiries, please contact:**  
**Facilities Services**  
**2171 West Main Street**  
**Rock Hill, SC 29730**  
**Glenette Neal**  
**803-981-1151 / [Gneal@rhmail.org](mailto:Gneal@rhmail.org)**



# Facility Rental Event Worksheet

**Organization:** \_\_\_\_\_

**Contact Information :** \_\_\_\_\_ ( name)  
 \_\_\_\_\_ (phone)

**Event Title:** \_\_\_\_\_

**Event Website:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**General:**

	<u>Yes</u>	<u>No</u>
Is the event open to the public?		
Will an admission fee be charged for the event?		
If event is a fundraiser, will 100% of funds raised be donated to the school district?		
Is this event a tournament or competition type of event?		
Will rebounding devices (bounce houses and other inflatable devices), portable rock climbing walls, amusement rides, canopies, tents, or portable restrooms be used during the event? If yes, please list and provide vendor information:		
Will food/drinks/merchandise/other items be sold at the event? If yes, please list and provide organization(s) or vendor(s) information:		

**List any setup requirements:**

**List specific areas that will be used for the event (including hallways, restroom areas, concession areas, parking and other outdoor areas):**

**List all doors and the times they are to be scheduled unlocked:**

**Gymnasium Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will scoreboard and sound system be used for the event? If yes, please list equipment and the district-approved employee or company responsible during the event:		
Will basketball goals need to be down for the event?		
Will special floor covering be needed?		
Will bleachers need to be pulled out for spectators?		
Will locker rooms be used for the event?		
Will an Athletic Trainer be working the event?		

**Auditorium/Conference Room/ Media Center Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will A/V equipment be used for the event (including microphone, projector, screen, etc.)? If yes, please list equipment and the district-approved employee or company responsible during the event:		
Will dressing rooms be used for the event?		
Will a podium be used for the event? If yes, list location of stage:		
Will theatre curtains or a stage back drop be used during the event? If yes, please describe:		
Will special stage floor covering be needed for the event?		
Will risers be used on stage for the event?		

**Stadium Use:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
Will press box be used during the event? If yes, please list equipment (scoreboard, sound, play clock, etc.) and the district-approved employee or company responsible during the event:		
Will the event include tailgating in the parking area?		
Will an athletic trainer or EMS be working the event? If so, please list:		

**Note: The District does not provide Internet Service.**

## **Facility Rental Terms of Use/Agreement**

With the submission of each Facility Use Application, the applicant verifies authorization to act as a legal agent of the named organization for the purpose of application for and use of a Rock Hill School District Three facility. The applicant acknowledges receipt of Policy KF – Community Use of School Facilities and Administrative Rule KF-R – Community Use of School Facilities and agrees to the conditions of building use as defined therein. The applicant agrees that it shall be responsible for the conduct and control of all participants and spectators and shall ensure that use of the facility is in accordance with all applicable federal, state, municipal, and Rock Hill School District Three safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility.

The applicant recognizes that the School District's property and general liability insurance policies do not provide coverage to external organizations using school facilities. The applicant is required to provide a current certificate of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The certificate of liability insurance must have an endorsement naming Rock Hill School District Three as an additional insured and must be received 10 days prior to the event.

In consideration of the applicant's use of Rock Hill School District Three's facilities, the applicant agrees to indemnify, defend and hold harmless Rock Hill School District Three, its respective agents, affiliates, officers, directors, servants, and employees of and from all loss, cost, damage, injury, liability, claims, liens, demands, actions, and causes of action whatsoever arising out of, or related to applicant's negligent or intentional acts, errors, and omissions or those of its employees, agents and participants in connection with the use of the Rock Hill School District Three's facility.

District Policy requires an administrator attend each facility rental event. The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct present. The applicant recognizes that the assigned administrator shall have neither the responsibility nor the authority to provide security to the user group or to any person who shall be on school premises with regard to such use.

The applicant recognizes that the user group is solely and exclusively responsible to provide all security services related to its use of facilities. If police protection is needed, as determined by the school principal or facility administrator, it must be provided by the user group. If required, the school principal and an authorized official of the police force, having jurisdiction over the site, shall determine the number of officers necessary based on the nature of the activity and anticipated number of participants and /or spectators.

**Facility Rental  
Terms of Use/Agreement**

The applicant recognizes that adequate custodial employee(s) shall be provided for all events. The number of workers will be jointly determined by the Principal/Director and the Director of Facilities. Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, clean and free from trash and debris.

The use and possession of illegal drugs, tobacco and/or alcoholic beverages by any person or group on Rock Hill School District Three's facilities is strictly prohibited. If there is any evidence of this use or possession, the contract will be voided immediately, and future use may be denied.

Although Rock Hill School District Three makes every possible effort to maintain the accuracy of event information posted on school building calendars, at times building calendars may not include nor reflect all contracted events. Rock Hill School District Three reserves the right to decline Facility Use Applications that conflict with previously contracted events that may or may not appear on school building calendars posted on the community use website.

The Rock Hill School District Three reserves the right to cancel permits when such action is deemed in the best interest of the District. In the event of school closure for weather or emergencies, use of the facility will be automatically cancelled without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Fee Schedule for Facility Use

## Rental Fees –Category B Users (Not for Profit, Tax Exempt)

<u>Space Used</u>	<u>Fee</u>
Classroom	\$ 15 per hour
Media Center	\$ 40 per hour
Atrium	\$ 20 per hour
Cafeteria	\$ 50 per hour
Gymnasium – Middle School	\$ 50 per hour
Gymnasium – High School	\$ 75 per hour
Auditorium – (Seating is less than 650)	\$ 50 per hour
Auditorium – (Seating is more than 650)	\$ 75 per hour
Stadium - Middle School	\$ 60 per hour
Stadium – High School	\$200 per hour
Athletic Field/Track/Tennis Courts	\$ 40 per hour

## Rental Fees –Category C Users (For-Profit, Private and Individuals of the General Public)

<u>Space Used</u>	<u>Fee</u>
Classroom	\$ 30 per hour
Media Center	\$ 80 per hour
Atrium	\$ 40 per hour
Cafeteria	\$100 per hour
Gymnasium – Middle School	\$100 per hour
Gymnasium – High School	\$150 per hour
Auditorium – (Seating is less than 650)	\$100 per hour
Auditorium – (Seating is more than 650)	\$150 per hour
Stadium - Middle School	\$120 per hour
Stadium – High School	\$400 per hour
Athletic Field/Track/Tennis Courts	\$ 80 per hour

## Personnel Fees\*

<u>Personnel</u>	<u>Fee</u>
<b>Administrator – Required</b>	\$ 50 per person per hour
<b>Custodial Worker</b>	\$ 35 per person per hour
<b>Event Technician</b>	\$ 35 per person per hour

## Equipment Fees

<u>Item</u>	<u>Fee</u>
Athletic Scoreboard/ Gym Clock	\$ 50 per day
Auditorium Lighting/Sound System	\$100 per day
Choral Risers	\$100 per day

\* The principal and appropriate district staff will determine the number of workers needed for each event. This will allow for the reasonable use of employees and work load necessary to cover the event and having the school area used ready for school activities the following day.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COMMUNITY USE OF DISTRICT FACILITIES

Code **KF** Issued

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**Purpose:** To establish the basic structure for community use of Rock Hill School District Three (“District”) facilities.

## **A. General Principles.**

The District Board of Trustees views District property as a community asset and promotes community use of such property for purposes that are consistent with and contribute to the District’s programs and promote the health and welfare of the children, youth, and adults in our District.

The Board authorizes the Superintendent to prescribe and publish separate administrative procedures required for the implementation of this policy in an orderly and equitable manner.

## **B. Facilities Available for Use.**

The following types of facilities are available for use: auditoriums, galleries, media centers, gymnasiums, dining areas, designated classrooms, meeting rooms, athletic fields and stadiums.

Permission to use District facilities may be granted by the superintendent or designee when such use will not, in the sole discretion of the superintendent:

1. interfere, conflict or compete in any way with the programs, activities, and schedule of the schools or the District;
2. compete with commercial organizations or businesses in providing services to the public;
3. utilize equipment, staging, decoration, and the like which could cause damage to the facilities;
4. be contrary to the best interests of the District.

## **C. Eligible Users, Priority of Use and Fees Required.**

Eligibility and priority in the use of District facilities shall be in accordance with the general categories listed below. Within a category, specific types of groups will be given priority, as listed. Collection of fees is required to cover the expenditure of utilities, custodial and building operation expenses associated with each group’s use of the District facilities. All fees collected pursuant to this policy shall be deposited in the appropriate District fund for recovery of expenditures and as directed by the Superintendent.

**D. In-Kind Credit:** Only government and non-profit community organizations may use the following in-kind credit process: The in-kind credit proposal will identify the service(s), material(s) or combination thereof that will be donated to the school.

1. Proof of value, invoices or receipts, where possible should be attached to the proposal. If it is not possible to provide invoices or receipts as proof of value, then an estimated value



## PAGE 2 - KF - COMMUNITY USE OF DISTRICT FACILITIES

should be placed on the contribution and the basis for calculating such an estimated value.

- The Superintendent will confirm the accuracy of the identified value and establish a Community Use credit balance which the government or non-profit agency may draw against to offset the established facility use fees at the school of donation.

Category and Description	Fees Charged
<b>Category A – District Affiliated Groups:</b>	
1. <b>District-sponsored Groups</b> including teachers and students in the District’s regular K-12 curricular program and established co-curricular educational and extra-curricular activities, school clubs and student organizations.	<b>No fees are charged</b> , and no facility use agreement is required, unless such groups are using facilities for a profit-making endeavor where 100% of the total profits are not deposited back into a school district fund.
2. <b>District-related Groups</b> that conduct activities that enhance and support the District’s regular K-12 curricular program and extra-curricular activities directly, such as PTO, academic, music and athletic booster clubs, and administrators’ organizations.	
Category and Description	Fees Charged
<b>Category B – Not-For-Profit or Tax-Exempt Groups:</b>	
1. <b>Federal, State and Local Government Agencies.</b>	<b>Fees will be charged for these groups based on a fee schedule approved by the Board</b> to recover costs of rent, utilities and custodial services required by this policy.
2. <b>Organized Non-Profit Community and Civic Groups</b> , supervised non-profit youth and adult athletic and character-building groups, church and non-profit faith-based groups and other non-profit groups.	
<b>Category C – For-Profit Groups, Private Groups and Individuals of the General Public:</b>	
Persons, organizations or associations that request use of District facilities for a commercial enterprise or to engage in a business for profit.	<b>Fees will be charged for these groups based on a fee schedule approved by the Board.</b>

### D. Terms and Acceptance of Agreements.

The Superintendent or designee is authorized to enter into facility use agreements with eligible users for the use of District property for terms up to one calendar year. Specific conditions and types of agreements up to one calendar year shall be described in the administrative procedures.

An agreement for more than one calendar year shall be deemed a long-term license and must be approved in advance, by the Board.

## **PAGE 3 - KF - COMMUNITY USE OF DISTRICT FACILITIES**

Terms, conditions and fee charges for all long-term licenses shall be as negotiated with the Superintendent or designee.

### **E. Damages and Liability Insurance.**

User groups executing a facility use agreement are responsible for:

1. the proper conduct of all persons attending the event;
2. compliance with all state and federal laws;
3. immediate (within thirty days of incident) repair and restoration of all damages to District facilities, property or equipment that occurs while the facility is being used by the group and all individuals therein;
4. loss, damage, or expense caused or arising from the use or operation, as a means of inflicting harm of any computer system, software program, malicious code, computer virus or process of any other electronic system; and
5. all liabilities of any persons in attendance.

All user groups, except category A groups, must furnish a Certificate of Insurance for general liability coverage of \$1,000,000 per occurrence. The Facility (school or site) being used must be listed as additional insured on the Certificate.

### **F. Rules Governing the Use of District Facilities.**

In addition to other provisions of this policy and to any specific administrative procedures established by the Superintendent, all users of District facilities must comply with the following rules:

1. Groups and individuals that use District facilities must comply with all federal, state and local laws and any additional rules required by the Board, Superintendent or designee, or principal.
2. No organization shall be eligible to use District facilities if such organization advocates governmental change by violence or advocates any doctrine of theories subversive to the law or constitutions of the State of South Carolina or the United States of America.
3. No group or organization characterized as a gang or secret society defined pursuant to Board Policy JICF, shall be eligible to use District facilities.
4. User groups and all individuals therein shall not consume or possess prohibited substances and items, complying in all terms and conditions with board policies including but not limited to:
  - a. Tobacco-Free Schools / Use of Tobacco (Policy ADC)
  - b. Drug-Free and Alcohol-Free Schools, Workplace (Policy ADB)
  - c. Weapons in School (Policy JICI)

## **PAGE 4 - KF - COMMUNITY USE OF DISTRICT FACILITIES**

5. The use of District facilities as election polling stations, for meetings of registered political parties or the State Election Commission shall be without charge (SC Code 7-9-110)
6. District facilities are not available and cannot be used for funerals, memorial services, or celebrations of life.
7. Any violation by a user group or associated individual of the provisions of this policy or any applicable administrative procedure will be deemed grounds for the suspension of the user group's privilege to use District facilities for such period of time considered appropriate by the District, subject to the review of the Superintendent and the Board of Trustees.
8. The Board, through the Superintendent or designee, reserves the right to cancel a permit to use District property or facilities and will refund payment of fees whenever it deems such action advisable and in the best interest of the District. The Board further reserves the right to modify or change its rules at any time with or without cause. In the event of such revocation or cancellation, there shall be no claim or right whatsoever to damages or reimbursement on account of loss, damage or expenses.

### **G. Review of Decisions Concerning Use of District Facilities.**

Any person or organization may request a review of any decision made by staff pursuant to this policy. The review shall be conducted by the Executive Director of Facilities. Subsequent reviews shall follow Board Policy KE.

### **H. Implementation of Policy.**

All existing Facility Use Agreements in force on the date of adoption of this policy shall remain in effect for the duration of the current term of such rental agreement.

### **APPENDICES TO THIS POLICY:**

1. KF-E1 Request for Use of District Facilities  
KF-E2 Fee Schedule for Facility Use

Adopted 11/27/89; Revised 2/24/92, 04/25/05, 5/22/06, 1/26/09, 4/22/13, 9/25/2017, 04/22/19