

# 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

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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.

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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)

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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

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