

GUIDELINES FOR FACILITY USE

1. Application: All applications will be submitted to the building principal or his/her designee at least two weeks in advance of the intended event.
 - a. The applicant shall be responsible for the accuracy, completion and timely submission of the application form and all supporting documentation.
 - b. The applicant and/or organization requesting use of school buildings and/or grounds must provide a certificate of insurance with the application.
 - c. The requesting applicant or organization shall commit to abide by all policies, rules and regulations of the Orange County School Board.
 - d. All activities that may compromise the health, safety, and security of people and/or facilities shall be denied.
 - e. The principal or designee, applicant or organization and School Resource Officer shall be charged with the determination of security parameters. If law enforcement or private security is deemed necessary by the principal or designee, an appropriate plan shall be created by the applicant and then approved by the principal. All additional cost shall be borne by the applicant or organization.
 - f. School functions take precedence, if there is a conflict with the use of the facility, the applicant or organization will be notified when the application is submitted or as soon as possible.
 - g. The applicant or organization will be held financially responsible for any damage and/or undue wear and tear to the grounds, the facility, furniture and/or equipment.
 - h. The applicant or organization will be held financially responsible to pay for staff time that may be needed to clean up any trash, stains, soil or other defacing of the grounds, the facility, furniture and/or equipment that may result from the approved activity.
 - i. The building principal or designee will review and/or edit the application.
 - j. There shall be no modification of the facilities without the written permission of the Orange County School Board.
 - k. The principal or designee, in cooperation with the coordinator of facilities, will inform the applicant of weekend accessibility.

2. Event Approval and Conduct: Approval may only be assumed when all signatures are present on the approved application. A copy of the approved application must be kept with user at the time of the scheduled event.
 - a. A division employee shall be on site at all times when any part of a facility is being used.
 - b. A food service employee shall be on site at all times when the kitchen is being used.
 - c. Division employee (s) shall be paid by the division and charges invoiced to the applicant or organization(s) per the fee schedule.
 - d. The building shall be secured appropriately during use of the event.
 - e. All participants must remain in the reserved area.
 - f. Orange County Public Schools is not liable for injuries or loss of property or damage to property during use of building.
 - g. Food and beverages are only permitted in preapproved areas.
 - h. Orange County Public Schools is a smoke-free, drug-free and alcohol-free school system.
 - i. Facility users must abide by all School Board policies, including but not limited to Policies KGB, "Public Conduct on School Property, and KGC, "Tobacco Use on School Premises." Failure to comply with all School Board policies shall be considered sufficient grounds for refusal to grant further use of school property.

- j. The user is expected to make reasonable decisions related to use of grounds and facilities during inclement weather. The user may be held responsible for damage to facilities or grounds, notably athletic fields, which may result from use during inclement weather. The school administration reserves the right to impose prior cancellation of any events that it deems inappropriate for conduct during inclement weather.
 - k. The user is responsible to leave the facility, the grounds, the furniture and/or equipment in its original condition and ready for the next school day.
3. Post-Event Follow-up: Upon completion of the event or the series of events, the principal or designee shall invoice the applicant or organization for actual charges incurred for the event. Charges may include costs associated with any damages resulting from the event.
- a. Checks are to be addressed to the respective school's activity fund. Cash shall be receipted.
 - b. Failure to pay all fees and/or damages shall be considered sufficient grounds for refusal to grant further use of school property.
4. Long-Term Facility Leases: No applicant or organization will be guaranteed use of the facilities beyond June 30 of any given fiscal year. Periodic facility leases shall require a separate formal contract and shall be guided by Regulation KG-R2.

Adopted: June 1, 2010, December 6, 2011_____