

PHYSICAL FACILITIES, RENTAL

POLICY

The Board believes that the physical facilities of the district should be used to the maximum extent possible, within budget limitations, to meet the educational, social, political, and recreational needs of the district.

Further, there should be consideration for the needs of the City of Warren and the needs of the greater metropolitan area.

The first priority for the use of facilities will be assigned to those programs and events which are a part of the regular Fitzgerald Schools programs. For such programs and events there would be no assessment of charges.

The second priority would be for the use of facilities by community (Fitzgerald District) groups, and the assessment of fees would be primarily to cover added costs resulting from such activity or use.

The third priority would be for the use of facilities by city or area (Warren, tri-county) groups, and the assessment of fees would be primarily to cover added costs resulting from such activity or use.

PROCEDURE

I. General Guidelines

- A. The use of facilities by outside groups will be coordinated by a member of office staff as designated by the superintendent and shall be referred to as central scheduling.
- B. All requests for the use of facilities by outside groups must be made in writing and meet the requirements as specified on the application.
- C. Approval of requests for use of facilities will be supervised by the superintendent or his/her designee and will be in accordance with the policies and procedures as set forth herein.
- D. Requests for use of facilities by outside groups which conflict with the regular and normal school program will not be approved except in very special cases. The first priority remains with Fitzgerald Public Schools programs and events.
- E. The use of facilities shall not be for financial gain except in cases where such financial gain shall be used for the common good of the school, community, city or other recognized agency whose purpose and function is comparable.

- F. Any outside group or organization using school facilities shall assume the responsibility for any damages or costs resulting from such use. These costs or charges shall be in addition to normal rental charges as hereinafter set forth in these procedures.
- G. The superintendent or his/her designee will present, for Board approval periodically, a schedule of rental fees and charges for the various school spaces and facilities.
- H. Use of the Board of Education meeting room by outside groups will be limited to the extent that only recognized -- school affiliated organizations will be accommodated. The guiding factor will be that this is a school conference or meeting space and should be kept available for Board and administrative use.
- I. Pursuant to State law, the use of tobacco products, alcohol, drugs, and weapons are prohibited on all Fitzgerald Public Schools' property.
- J. The use of gum, tobacco products, alcohol, drugs, and weapons are prohibited inside any Fitzgerald Public Schools' facility.
- K. Eating and drinking are permitted only in the lobby of a Fitzgerald Public Schools' facility.

II. Use of Auditorium

- A. In-school activities, during the school day, are to be scheduled by the high school principal or his/her designee.
- B. After-school activities by school groups are to be arranged with central scheduling.
- C. Use of the auditorium by outside groups during the day shall be done by central scheduling after obtaining clearance with the high school.
- D. In addition to chaperons furnished by the user, Fitzgerald personnel shall be assigned as follows:

1 - 500 persons, two (2) chaperons;
Over 500 persons, three (3) chaperons;

The wages of such chaperons shall be included in the charges.

- E. Approval of request to use the auditorium may be denied or revoked when there is reason to believe that the particular activity or event shall jeopardize the safety of those in attendance or result in physical damage to the facility. The superintendent or his/her delegated authority shall make the final decision.

PHYSICAL FACILITIES, RENTAL (Addendum) – SWIMMING POOL

I. Use of Pool

A. Use by Fitzgerald Public Schools for activities and events:

1. During the day, the high school administration shall be responsible for the scheduling of the pool.
2. After-school use shall be first approved through the Operations Dept.
3. There will be assessment of charges made to the sponsoring external group that is not affiliated with Fitzgerald Public Schools, for use of the pool and for the cost of operation or wages paid chaperons, technicians or custodians.

B. Use by the Boy Scouts and Girl Scouts:

1. The group using the pool shall be responsible for providing adequate supervision to insure the safety of the participants and protection of the facility.
2. The use of the pool by the Boy Scouts of America and Girl Scouts shall be without an assessment of charges.
3. All groups using the pool shall be required to adhere to the conditions set forth on the application with respect to liability for damages, chaperons, and the enforcement of school regulations regarding smoking.

C. A general condition for use of the pool by any group shall be as follows:

Approval of request to use the pool may be denied or revoked when there is reason to believe that the particular activity or event shall jeopardize the safety of those in attendance or result in physical damage to the facility. The superintendent or his/her designee shall make the final decision.

D. For more information, see Swimming Pool Safety and Control.

Community Use of Facilities Adopted 07/19/65; Auditorium Adopted 06/18/70; Swimming Pool, Use of By Community Groups Adopted 07/19/65, Amended 05/11/67; Revised 09/16/71; Combined Policy Amended 08/19/76; Amended 04/21/94; Amended 6/26/03, 05/19/05; 09/02/10

