

Use of School Facilities and Grounds

PRIMARY PURPOSE

School facilities and grounds are for the primary purpose of meeting the educational needs of school-age youth in the district. However, with reasonable policies and procedures, the school can assist the community in meeting social, civic, recreational, and cultural needs by effective utilization of school facilities and grounds. It is necessary to ensure that such use does not interfere with regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance. Any group or individual applying for use of school facilities will be classified using the priority levels listed below. These priorities will determine what facility use fees will be incurred.

PRIORITY FOR USE OF SCHOOL FACILITIES

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
I - Fort Thomas Independent School Groups <i>When required, must be supervised by school personnel</i>	Fort Thomas Education Foundation Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts. Regular season interscholastic activities including athletic teams, speech and debate, band competition and academic competition. Any school group that requires a faculty sponsor including, but not limited to, all school-sponsored clubs, homerooms, honor societies and student council. District Enrichment Programs District Adult/Community education programs Parent-Teacher Organization Booster Groups - academic, athletic and band Little League and/or comparable groups comprised entirely of students who reside in the Fort Thomas Independent School District. Fort Thomas Independent Schools Partners	Principal/designee	Principal/designee	Per Board-approved scheduled	None required if covered by current District insurance policies. Any group not covered will be required to provide certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use. NOTE: All external support/booster organizations are required to carry separate insurance for general liability with appropriate coverage to operate their organization. <u>(Accounting Procedures for Kentucky School Activity Funds)</u>

Use of School Facilities and Grounds**PRIORITY FOR USE OF SCHOOL FACILITIES (CONTINUED)**

Priority	Examples of Groups	Approval	Scheduling	Fees Charged	Proof of Liability Insurance
II - School-Related Groups <i>When required, must be supervised by school personnel</i>	4-H Clubs Scout groups County Recreation Programs Little League and/or comparable groups that are not comprised entirely of students who reside in the Fort Thomas Independent School District. YMCA or similar groups Activities for students enrolled in local private schools having no facilities or grounds available for such activities.	Principal/ designee	Principal/ designee	Per Board-approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.
III - Community Interest Groups <i>Principal/designee must be present</i>	Civic clubs Industrial groups Church groups Homemakers Farm Bureau Historical Society Little League and/or comparable groups with no participants that are students who reside in the Fort Thomas Independent School District.	Principal/ designee	Principal/ designee	Per Board-approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.
IV - Meetings of General Public	General meetings of various community groups including, but not limited to, political parties.	Principal/ designee	Principal/ designee	Per Board-approved scheduled	Groups are required to present certificates of liability insurance naming Fort Thomas Independent Schools as an insured prior to building use.

TOURNAMENT COMPETITIONS

Special tournaments or competitions that are sponsored by Fort Thomas Independent School teams or organizations may be held in school facilities. These groups may use the facilities free of charge, but those groups will be responsible for all supervisory and custodial fees that may apply.

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FOOD SERVICE

Eligible groups may contract for meals to be served in school dining areas. Use of kitchen equipment requires the presence of a School Food Service employee or that the group receives appropriate training on all food service equipment. Appropriate Facility Use Fees may apply to compensate for the presence of these employees per the Board-approved scheduled.

PUBLIC ELECTIONS/RALLIES

School facilities may be used as polling places for public elections without charge. Political rallies may be held in school facilities, provided the provisions of this policy are followed.

SPECIAL/EMERGENCY USE

Special/emergency use of facilities may be approved by the Superintendent/designee with explanation made to the Board at its next regular meeting.

Review/Revised:7/8/13