

### 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>	<p><u>K-12 Program activities are those which directly relate to regular or extracurricular K-12 events and are sponsored by the school, school district, or approved support groups. These include, but are not limited to, music performances, plays, athletic events, school sponsored clubs, awards banquets, etc. School support groups include but are not limited to the Fort Thomas Education Foundation, PTSO groups, approved Booster groups (academic, athletic, and band), and Little League and/or comparable groups comprised entirely of students who reside in the Fort Thomas Independent School District.</u></p> <p><del>Educational programs that are an outgrowth of classroom instruction including, but not limited to, science fairs, plays, exhibits and concerts.</del></p> <p><del>Regular season interscholastic activities including athletic teams, speech and debate, band competition and academic competition.</del></p> <p><del>Any school group that requires a faculty sponsor including, but not limited to, all school sponsored clubs, homerooms, honor societies and student council.</del></p> <p><del>District Enrichment Programs</del></p> <p><del>District Adult/Community education programs</del></p> <p><del>Parent Teacher Organization</del></p> <p><del>Booster Groups—academic, athletic and band</del></p> <p><del>Little League and/or comparable groups comprised entirely of students who reside in the Fort Thomas Independent School District.</del></p>	Principal/ designee	Principal/ designee	Per Board- approved scheduled	<p>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.</p> <p>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>)</p>



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

<b>Priority</b>	<b>Examples of Groups</b>	<b>Approval</b>	<b>Scheduling</b>	<b>Fees Charged</b>	<b>Proof of Liability Insurance</b>
II - School-Related Groups <i>When required, must be supervised by school personnel</i>	<u>Community Education programs and school-related groups include, but are not limited to 4-H Clubs, 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, and activities for students enrolled in local private schools having no facilities or grounds available for such activities. Employees of Fort Thomas Independent Schools shall also fall within this Priority.</u>  <del>Scout groups</del> <del>County Recreation Programs</del> <del>Little League and/or comparable groups that are not comprised entirely of students who reside in the Fort Thomas Independent School District.</del> <del>YMCA or similar groups</del> <del>Activities for students enrolled in local private schools having no facilities or grounds available for such activities.</del> <del>Employees of Fort Thomas Independent Schools.</del>	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>	<u>Community Interest Groups are non-profit groups such as government agencies, church groups, or organized groups who provide local, civic, educational, or cultural activities and are staffed by volunteers. These include, but are not limited to Civic clubs, Industrial groups, Church groups and Little League and/or comparable groups with no participants that are students who reside in the Fort Thomas Independent School District.</u>  <del>Industrial groups</del> <del>Church groups</del> <del>Homemakers</del> <del>Farm Bureau</del> <del>Historical Society</del>	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.

	<del>Little League and/or comparable groups with no participants that are students who reside in the Fort Thomas Independent School District.</del>				
IV - Meetings of General Public	<u>Meetings of the general public are defined as formally/informally organized groups of community residents who are interested in using school facilities for a particular use such as recreational, educational, cultural, religious or charitable goals.</u> General meetings of various community groups including, but not limited to, political parties, <u>church services, or neighborhood associations.</u>	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 schedule.

**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.

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