

## GUIDELINES FOR FACILITY USE

1. Application to use a school facility must be completed and submitted to the principal of the school involved at least two weeks (10 business days) prior to the anticipated use of the facility. All applications will expire on June 30<sup>th</sup> of the school fiscal year and must be resubmitted for continued use.
2. Orange County Public Schools is a smoke-free, drug-free and alcohol-free school system. All tobacco products are prohibited in any part of the school building or school grounds.
3. No alcoholic beverages shall be permitted in school buildings or on school grounds.
4. The applicant and/or organization requesting use of school buildings and/or grounds must provide a certificate of insurance during the approved usage of the buildings and/or grounds.
5. An invoice will be issued from Orange County Public Schools in care of the respective school building for the total fees incurred for use of the facility.
6. Checks are to be made out to the respective schools activity fund.
7. There will be a 30 minute minimal before and after the rental to unlock the facility, turn on lights, and check building.
8. All organizations using school facilities shall be required to employ police officers for crowd control when deemed necessary. It is the responsibility of the applicant/organization to contact the Sheriff's Department to determine if police officers are needed for crowd control.
9. If police officers are needed, the Sheriff's Department will invoice the applicant and collect the fees for their services during the event. \*The amount is to be determined by the Sheriff's Department.
10. If there is a conflict with the use of the facility, the applicant will be notified as soon as possible. **School functions will take precedence.**
11. No facility may be considered as reserved until a Use Permit is approved.
12. The applicant and the organization will be held financially responsible for any damage to the building, furniture, and equipment.
13. The application form for the use of the school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.
14. School facilities may not be used for profit-making activities of sole proprietorships, partnerships, corporations or associations licensed to do business as a profit-making organization.
15. Request to use kitchen or kitchen equipment, must be approved by Director of Food Services and a cafeteria staff employee must be present in order to use kitchen or kitchen equipment.
16. The organization using the facility will be expected to leave the facility ready for services the next day. If the facility is not ready for services an additional fee may be charged to the organization for additional custodial services needed to prepare the building. This also may deny future usage for the applicant and/or organization.

17. All exterior doors and windows are to remain closed during use of the building.
18. All participants must remain in the reserved area.
19. Orange County Public Schools are not liable for injuries or loss of property or damage to property during use of building.
20. The user group shall communicate with school staff prior to the day of the event to coordinate opening, clean up and closing of building, custodial staff, HVAC needs and expectations of the school administrator while building is in use by organization.
21. Under no circumstances may the following be used inside of the facilities: any open flame, any pyrotechnic device, fireworks or sparklers, any smoke generating device, any explosive device or any chemical noise producing device.
22. Failure to promptly pay all fees or damages shall be considered sufficient grounds for refusal to grant further use of school property to an applicant.
23. The requesting applicant or organization granted use shall abide by all policies, rules and regulations of the Orange County School Board concerning the use of the Board property whether now or thereafter adopted.
24. The availability for the use of facilities may be restricted on holidays and weekends.
25. When schools close due to inclement weather there will be no use by outside organizations until schools reopen. Also during inclement weather facilities may not be available on weekends.
26. No organization can apply for continual use of the facilities beyond 1 year. An organization can apply for an extension for use, but will need to show evidence it is making progress in obtaining capital in order to lease, purchase or construct a permanent facility for its own use. Extensions can be denied for any non-discriminatory purpose.
27. Food or beverages are not permitted in any auditorium, stage areas, library or gymnasium, at any time.
28. No improvements or structures shall be constructed upon School Board property or in or upon its facilities unless expressly pre-approved in writing.
29. Requests for facility use after school hours by faith-based and non-faith based youth-serving organizations shall be treated equally.

By signing the Application and Use Permit to use School Facilities/Grounds, I indicate that I understand the building use guidelines and will abide by the terms and conditions set forth in this agreement and by the Orange County Public School System.

\_\_\_\_\_  
 Individual's Name (printed)    Individual's Name (signed)    Date

\_\_\_\_\_  
 Name of Organization

Adopted:         June 1, 2010        

---