

District: Holmes County Consolidated School District
Section: E - Business Management
Policy Code: EBHA - Use of School Property

PUBLIC USE OF SCHOOL FACILITIES

The Holmes County Consolidated School Board supports community groups and/or individual use of school facilities for civic, educational, cultural, recreational and other worthwhile community activities. School activities will always take precedence over any other use of school facilities.

Lessees shall report any breakage and/or damage to the building principal or designee. Individual and/or groups leasing school facilities will be responsible for their own security, correcting any damage to school property and facilities as a result of sponsored activities and also be responsible for the cleaning up of school facilities after said activity. The Holmes County Consolidated School District is not responsible for damages incurred to any vehicle while parked on school property. The school system is not liable for personal injury received during or as a result of individual and/or group sponsored activities.

A school administrator shall be present at all times and paid by the leasing group and/or organization.

The person representing the group and/or organization must sign and date the form before submitting to the local school building principal for approval. If approved and signed by the school building principal, the form will then be forwarded to the Superintendent for approval. The Holmes County Consolidated School District reserves the right to ask anyone to leave for inappropriate behavior.

The cost for use of school facilities will be \$400.00 per day. The total can be paid in advance, or a 50% deposit (\$200.00) is due at the time of reservation. The remaining balance of \$200.00 shall be paid two weeks prior to the date of the event. Checks are to be made payable to Holmes County Consolidated School District.

The following organizations or persons shall be exempt from cost of school facilities, provided such activities are agreed upon and approved by the building principal. All other requirements shall be adhered to by the group or organization requesting to use school facilities.

1. Parent Teacher Associations are exempt from cost of school facilities provided such activities are agreed upon and approved by the building principal.
2. School facilities can be used at no cost for funeral services of currently enrolled students, current employees, and employees who retired from the Holmes County Consolidated School District.
3. Alumni may use school facilities at no charge for class reunions.
4. Local college alumni associations who offer scholarships to students in the Holmes County Consolidated School District may use school facilities at no charge for scholarship fundraising efforts.

---There must be a certificate of insurance attached to your application.---

Signature (Individual/Group Representative)

Date

Signature of Principal

Date

Signature of Superintendent of Education

Date

Date of Activity

Time of Activity

LEGAL REF.: 20 USC ' 7905, HB 540 2012
CROSS REF.: Policy EBH School Facility Rental

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

HOLMES COUNTY CONSOLIDATED SCHOOL DISTRICT
APPLICATION FOR USE OF CERTAIN SCHOOL FACILITIES

Date: _____

Name of Person Making Application _____

Street Address _____ Telephone _____

Name of Organization _____

Street Address _____ City _____

Telephone _____ Fax _____

Name of Head of Organization _____

Street Address _____ City _____

Telephone _____ Fax _____

School Facility Wanted _____

State Your Reasons for Wanting to Use the Facility

Name of Person to be in Charge _____ Telephone _____

Will Admission be Charged? _____ Will Funds be Solicited? _____

Will Merchandise be Sold? _____ Use Date(s) _____

Length of Use _____ Hours/ Opening Time _____ /Closing Time _____

Estimated Number of Participants: _____ Adults _____ Children

I certify that the information given above is true to the best of my knowledge. I understand that this agreement shall become null and void should this agreement be assigned.

Certificate of Insurance attached: Yes _____ No _____

Applicant's Signature _____

Principal's Approval _____ Date _____

Superintendent's Approval _____ Date _____

Name(s) of Supervisors Assigned:

Adopted Date: 5/21/2013

Approved/Revised Date: 4/4/2017