

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	USE OF SCHOOL FACILITIES	BO 30	4/79
	Revision Adopted: 7/01; 6/07; 9/07		

I. PURPOSE

Public school buildings, playgrounds, and other facilities (collectively “facilities”) of the Murfreesboro City School System have been constructed for the purpose of housing the educational programs of the school system. School facilities may also be used for the limited purpose of conducting educational, recreational or governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools provided that any such use shall not interfere or conflict with the regular educational programs of the school system, including the ESP program. School facilities will only be made available to residents or organizations operating within the City of Murfreesboro for this limited educational, recreational or governmental purpose.

II. FUNDRAISING USAGE

School facilities will not be made available to any such business or organization for the purpose of conducting revenue generating activities unless such activities are for the primary purpose of raising funds to benefit the Murfreesboro City Schools, the City Schools Foundation, the Family Resource Center, the Indigent Children’s Fund, Parent Teacher Organizations or Parent Teacher Associations of Murfreesboro City Schools, or are fundraising drives approved by the principal for the benefit of students at a particular City school. Any fundraising activity conducted in one location to benefit students at more than one school or that is conducted at multiple schools must be preapproved in writing by the Director of Schools.

III. DIRECTOR APPROVAL

The use of a school facility while that school is not in session must be approved in writing by the Director of Schools. Kitchen facilities are only available for school-related activities including fundraising activities that benefit the school or the school system.

IV. COSTS INCURRED

In opening school facilities to use for the limited purpose of conducting educational, recreational and governmental activities involving or benefiting the students enrolled in the Murfreesboro City Schools, the Board incurs certain expenses but shall not impose a fee for the organizations set forth below unless unusual costs are incurred with such usage. The Board has the right to bill any organization for its basic operational costs and for any extraordinary costs that may be incurred as the result of the organization's use of facilities. Such fees may be established in an administrative directive. Such administrative directive may also establish the days and hours that school facilities will be available for use pursuant to this policy. The Director has the right to change such days and hours.

V. WEEKLY/MONTHLY USAGE

The following organizations may be preapproved to use school facilities on a weekly or monthly basis during the school year upon approval of the school principal:

1. Not-for-profit organizations whose exclusive purpose is to involve students enrolled at the school where the meeting is being held or to involve students from other schools within the system. A minimum of five students must participate in the event and must be supervised by an adult. The organization must perform criminal background screenings on all adults supervising the children during its program that at a minimum determines whether such individual has been convicted of, pled guilty to, or pled nolo contendere to any sexual offense regardless of the amount of time since the offense, any violent felony regardless of the amount of time since the offense, or any felony offense other than violence or sex within the past ten (10) years.
2. Parent-teacher organizations/associations
3. Murfreesboro Education Association
4. City Schools Foundation
5. City of Murfreesboro Governmental Entities
6. ELL Parent Meetings

Such organizations must sign an annual usage agreement which requires the organization to indemnify and hold harmless the school system to the extent permitted by law and to follow all laws and all rules and regulations established by the Board, the Director of Schools and the principal.

VI. OCCASIONAL USAGE

The following organizations may be approved to use school facilities (even if such usage is not for the direct and immediate benefit of the students) on a per event, per request basis due to the benefits that such organizations provide the Murfreesboro City Schools upon approval by the principal of that school and the Director of Schools and upon signing of a use agreement:

1. Higher Education Institutions located in Rutherford County
2. County, State and Federal Agencies

Such organizations must sign a usage agreement which requires the organization to indemnify and hold harmless the school system to the extent permitted by law and to follow all laws and all rules and regulations established by the Board, the Director of Schools and the principal.

VII. SUPERVISION

All groups or organizations that use school facilities shall be held responsible for supervision of all attending their event and shall be liable for any damage incurred as a result of their use.

VIII. SMOKING AND ALCOHOLIC BEVERAGES PROHIBITED

Regulations prohibiting smoking in the school buildings and the sale or use of alcoholic beverages on school premises shall be observed at all times.

IX. ADHERENCE TO FIRE AND SAFETY CODES

Any group using school facilities must adhere to all rules, regulations, and safety codes as set forth by law and the various regulatory agencies of local, state and federal governments. This includes but is not limited to meeting exit requirements and announcements regarding building evacuation in case of an emergency.

When the size of the expected crowd will require a greater number of exits than normally available, the organization must employ needed personnel (usually one of the school custodians) to assure that an ample number of exits are unlocked and at the same time maintain adequate security for the entire school facility.

The school principal will supply all organizations using that principal's facilities a copy of this policy plus any other information related to meeting fire and safety codes.