

MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term: USE OF SCHOOL FACILITIES	Descriptor No: BO 30	Date Adopted: 4/79
	Reviewed/Revision Adopted: 7/01; 6/07; 9/07; 5/08; 3/11	

1 **I. PURPOSE**

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

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13 **II. FUNDRAISING USAGE**

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

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24 **III. DIRECTOR APPROVAL**

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

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30 **IV. COSTS INCURRED**

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32 In opening school facilities to use for the limited purpose of conducting educational, recreational
33 and governmental activities involving or benefiting the students enrolled in the Murfreesboro
34 City Schools, the Board incurs certain expenses but shall not impose a fee for the organizations
35 set forth below unless unusual costs are incurred with such usage. The Board has the right to bill

36 any organization for its basic operational costs and for any extraordinary costs that may be
37 incurred as the result of the organization's use of facilities. Such fees may be established in an
38 administrative directive. Such administrative directive may also establish the days and hours that
39 school facilities will be available for use pursuant to this policy. The Director has the right to
40 change such days and hours.

41 42 **V. WEEKLY/MONTHLY USAGE**

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

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

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

66 67 **VI. OCCASIONAL USAGE**

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

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

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

80 81 **VII. ONE TIME ANNUAL USAGE**

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83 The building principal may approve a use of their school building or grounds for an event no
84 more than once a year not to span more than three consecutive days by a local organization
85 within the immediate school neighborhood that serves as an evacuation site for the school's
86 emergency preparedness plan even though the facility usage is not for the direct and immediate

87 benefit of the students, provided that, such use by such organization shall not interfere or conflict
88 with the regular educational programs of the school system, including the ESP program. Such
89 organization must sign a Usage Agreement which requires the organization to indemnify and
90 hold harmless the school system to the extent permitted by law and to follow all laws and all
91 rules and regulations established by the Board, the Director of Schools and the principal.

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93 **VIII. SUPERVISION**

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

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98 **IX. SMOKING AND ALCOHOLIC BEVERAGES PROHIBITED**

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

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103 **X. ADHERENCE TO FIRE AND SAFETY CODES**

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

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

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