



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Facilities Use Guidelines, AASD</i>		
Policy Number:	<i>SS-4004 Descriptor Code-KG</i>		
Release Date:	<i>09-01-02</i>	Last Revised:	<i>3/2/09</i>

Purpose

To describe the policy for use of AASD facilities.

Applicability

This policy applies to all users of facilities at AASD.

Definitions

Facilities: Any and all portions of AASD's properties and buildings.

Policy

AASD will permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Georgia) the use of AASD's buildings and property to the extent that there is no interference with AASD's educational programs. Usage must be in compliance with the General Provisions of this policy.

General Provisions

1. These rules and regulations for use of AASD's facilities cover functions/events held at AASD after school hours Monday through Sunday including holidays.
2. AASD is not available to non-AASD student or non-Georgia Department of Education organizations, units, or divisions on Friday evenings and on the weekends unless an activity is co-sponsored by AASD. AASD is available on a first come first serve basis from 4:00 p.m., to 8:00 p.m., Monday through Thursday, to non-AASD student or Georgia Department of Education organizations, units, or divisions. Any exceptions to using the facility on Friday evenings and on weekends must be approved by the AASD School Council.
3. All use of school facilities beyond the scope of AASD curricular and extra-curricular activities Monday through Thursday, 4: 00 p.m., through 8:00 p.m., must be approved by the School Director.
4. There are certain restrictions upon the use of school property and the building(s). User is solely responsible for the fulfillment of the regulations of the following:

- a. State Department of Public Safety
 - b. State and Local Fire Laws
 - c. State and Local Police Laws
5. The building user is responsible for damage to the school property and may be required by the school authorities to provide police and/or fire protection at the building user's expense. The building user may be required to obtain liability insurance as a condition of the rental. Neither the school nor its custodial staff on duty assumes any responsibility for liability.
 6. When AASD facilities are used for purposes other than school use, additional expenses such as heating, lighting and other operating expenses (wear and tear) may be incurred. Therefore, AASD is permitted to assess charges to cover these expenses. A contract or memorandum of understanding may be required.
 7. The rates to be charged to users will be based upon the following classifications:
 - Class A:
There are no rental charges, i.e. school or state sponsored activities.
The organization or department must provide sufficient supervision of the group's participants while the event is taking place and until all participants leave the building and/or grounds.
 - Class B:
There are both rental and custodial charges.
 8. School property is available only when a regular custodian is employed to supervise and to protect the building. The custodians are to be an hourly rate at 1.5 % of their regular hourly salary. Rates are subject to change. The charge for Custodial Services will at no time be waived for organizations that do not fall into the category of a Class A rental.
 9. School kitchens are available only when proper lunchroom employees are employed (at an additional expense) to supervise and protect the interests of AASD.
 10. Long-term rentals will be billed at 50% of the total rental fee. At no time will custodial charges be waived or discounted. Long-term rental is defined as three (3) or more consecutive days, weeks, or weekends.
 11. Smoking is not allowed on school premises.
 12. Alcoholic beverages are not allowed on school premises.
 13. Soft drinks and food may be served and consumed only in approved areas.
 14. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours. School equipment may be used as long as the School Director approves.
 15. On days when school has been cancelled because of emergency conditions, the school buildings may not be available. However, all scheduled use will automatically be canceled unless the renter contacts the school to confirm the availability of the school.
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16. In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes.
17. Exceptions to these rules and regulations can be made only by the School Director or his/her designee.
18. Rental Charges are as follows: (Per Night/Day)

Location:	Fee:
Auditorium	\$500
Gymnasium	\$500
Locker Rooms	\$200
Classrooms	\$100
Lobby/Hallway	\$100
Cafeteria	\$200
Media Center	\$100
Playground	\$100
Custodial Fees:	1.5 % of Regular Hourly Salary

All amounts of payments, deposit fees, number of hours of facility use, dates, times, and custodial fees will be included and reflected in the agreed and signed contract that shall be in place before the start of the activity or event.

**Authority and/or
Cross-Reference**

- State Schools *Contract Database* Policy (SS-3005)