

**Elizabethton City Schools  
Application For Use of School Grounds  
and/or Physical Facilities**

Date of Application \_\_\_\_\_

Name of Group \_\_\_\_\_

School \_\_\_\_\_

Number in Group \_\_\_\_\_

Area(s) Needed:

Gymnasium                       Cafeteria                       Pool

Applicant's Name \_\_\_\_\_

Auditorium                       Classroom

Grounds (Specify) \_\_\_\_\_

Address \_\_\_\_\_

Date(s) to be Used \_\_\_\_\_

Time to Enter \_\_\_\_\_ Time to Depart \_\_\_\_\_

Date(s) of Preparation \_\_\_\_\_

Phone \_\_\_\_\_

Time to Enter \_\_\_\_\_ Time to Depart \_\_\_\_\_

Reason for Use of Facility/Grounds

Is there a charge for persons to attend?                       Yes                       No

Please check boxes for all services needed:                       Cafeteria Services (Arrangements must be made with cafeteria manager.)

Custodial Services                       Other \_\_\_\_\_

I do hereby agree that I will be responsible for the proper use of the school facility indicated on the application; and if there are any damages occurring from their use, I will be responsible for payment of such damages. In addition, if cleaning services are required after use of facilities/grounds, I agree to pay the cost of such services. I also agree to pay the Board rental fee at the time of application. I have read the rules and regulations listed on the back of this sheet and agree to follow them. I agree to indemnify, protect, and hold harmless the Board of Education, its agents, servants, successors, and assigns from and against any and all claims, demand, and expenses, including legal expenses of whatsoever nature, for damage, destruction, or loss of personal property, physical injury or death, or any other loss by persons using or occupying said facilities or grounds in relation to or arising from the use or condition of said facilities or grounds or from the permission or authority herein.

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Principal/Designee's Approval                      Date

\_\_\_\_\_  
Director of Schools/Designee's Approval                      Date  
(For Buildings Only)

Central Office Use:

	Amount	Date Billed	Date Received	Receipt Number
Rental Fee		Date of Application		
Personnel Services				
Other Services				

Date Copy Sent To: School Site \_\_\_\_\_ Applicant \_\_\_\_\_

**Board Policy 3.206****Community Use of School Facilities****Issued Date 03/14/06**

When not in use for school purposes, school buildings and grounds or portions thereof may be used for auxiliary, educational, recreational, cultural, and such other purposes that promote the welfare of the community.<sup>1,2,3</sup>

1. Applications for use of school facilities by other than Elizabethton City Schools (ES) groups shall be made through the office of the school principal by completing an application. An Indemnity Agreement shall be part of the application.
2. In all cases the principal or designee shall be responsible to see that adequate provisions for the care and security of school property are made. Permission to use school facilities will be denied except that this provision be met to the satisfaction of said official.
3. School organizations and activities will be scheduled by the principal or his/her designee. No charge for facilities use will be made to school organizations such as PTA, teachers' association, school board, etc. Other charges may be assessed as per fee schedule.
4. School facilities may be used by recognized non-profit civic groups, provided activities do not interfere with school use and such use is approved by the principal of the school. Fees may be assessed as per schedule.
5. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care service to the community and would not be subject to the requirements in the policy. Such use must have prior approval of the Board of Education.<sup>2</sup>
6. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available.
7. All fees will be paid directly to the order of the Elizabethton City Board of Education. Rental fees are due at the time of application. Other fees will be billed following the activity.
8. Meals or banquets served in the school cafeteria will be under the supervision of the cafeteria manager.
9. Specific regulations:
  - a. The principal or designee, an employee of the Board, must be on duty at all times during the period of use of buildings.
  - b. The rental fee is refundable if the principal is notified of cancellation twenty-four hours prior to the scheduled use of facilities.
  - c. The user of facilities will:
    1. Exercise the utmost care in the use of school facilities.
    2. Make good any damage arising from the use of facilities.
    3. Hold the Board blameless for any claim, loss, or damage by reason of any act on the part of the applicant or other members of the group using the facility.
    4. Provide competent adult supervision for all activities.
    5. Provide liability insurance by all groups, except where this coverage is already provided by the Board (school-sponsored activities).
    6. The facility use will leave the area used in its previous condition. If ECS personnel services are required after such use of facilities/grounds, an invoice will be prepared after the event according to actual costs incurred. Until invoice payment is received at the ECS central office, the user shall be denied further access to the ECS facilities/grounds.
  - d. The use of alcoholic beverages, drugs, profane language, or gambling in any form is not permitted on school property. Use of tobacco within the building is not permitted.<sup>3</sup>
10. The Elizabethton High School pool may not be used for private recreational purposes or for private profit. In addition to the specific regulations listed above, the user of the Elizabethton High School pool must:
  - a. Provide a lifeguard to be on duty at all times during the period of use.
  - b. Present proof of lifeguard certification at the time request is made.
11. The principal and/or director of schools reserve the right to cancel the use of facilities.

**Legal References:**

1. TCS 49-50-201
2. TCA 49-2-203(b)(4)
3. *Lamb's Chapel v Center Moriches Union Free School District*, 113 S. Ct. 2141 (1993)

**Cross References:**

- Tobacco-Free Schools 1.803
- Care of School Property 6.311

**ELIZABETHTON CITY SCHOOLS  
COMMUNITY USE OF FACILITIES/GROUNDS  
FEE SCHEDULE**

**RENTAL FEE**

An estimated rental fee based on the fee chart below must be paid at the time application is made. Any additional rental fee will be invoiced after the event. The fee will be assessed per the following categories:

- I. The following organizations will be considered as Category I:
  - A. Any ECS affiliated parent and teacher organization
  - B. Any ECS affiliated booster club
  - C. Any ECS affiliated employees organization
  - D. Any ECS affiliated student club or organization
  - E. Any ECS athletic team practices
  - F. Any ECS class reunion
  - G. Legitimate Government function relating to elections
  - H. Emergency relief efforts through recognized agencies
  - I. Other organizations upon recommendation of the Principal and approval of the Director of Schools
- II. The following organizations will be considered as Category II:
  - A. Nationally or locally recognized civic organizations
  - B. Nationally or locally recognized youth organizations
  - C. Other organizations upon recommendation of the Principal and approval of the Director of Schools (for use of EHS pool only)
- III. The following organizations will be considered as Category III:
  - A. Family reunions
  - B. Church groups
  - C. Other private groups or individuals

The rate listed as the rate per hour with the maximum rate per 24-hour period listed as well.

<b><u>Rental Fee Chart</u></b>	<b>Category I</b>	<b>Category II</b>	<b>Category III</b>
<b>Classroom</b>	Waived	\$5 / \$25	\$10 / \$50
<b>Cafeteria</b>	Waived	\$10 / \$50	\$20 / \$100
<b>Auditorium/Gymnasium</b>	Waived	\$10 / \$50	\$20 / \$100
<b>EHS Pool</b>	Waived	\$10 / \$50	\$20 / \$100
<b>School Grounds</b>	Waived	Waived	Waived

**PERSONNEL SERVICES FEE**

An invoice will be prepared after the event according to actual costs incurred for personnel duty time, including cleaning services for buildings and grounds. The maximum amount that can be charged per hour per person as required for personnel services is \$25.