

**Morgan County Schools  
Application for Use of a School  
Facility**

DIRECTIONS: REFER TO REGULATIONS ON BACK OF FORM AND COMPLETE THE FOLLOWING:

- A. Name of individual or organization or group requesting facility \_\_\_\_\_
- B. Name of responsible person \_\_\_\_\_
- C. Address \_\_\_\_\_
- D. Telephone \_\_\_\_\_
- E. School Facility Requested \_\_\_\_\_
- F. Describe specific section to be used \_\_\_\_\_
- G. Purpose for which facility is to be used \_\_\_\_\_
- H. Will admission be charged or an offering collected? \_\_\_\_\_
- I. Date and time facility is to be used \_\_\_\_\_
- J. Number of expected participants \_\_\_\_\_
- L. Name of school employee who will open and close facility and be present during usage \_\_\_\_\_
- L. Will a custodian be required to clean the facility? \_\_\_\_\_
- M. Will a cook be required to oversee the kitchen? \_\_\_\_\_

I have read and agree to follow the use of school facility regulations.

\_\_\_\_\_  
Signature – Responsible Person

\_\_\_\_\_  
Date

**Submit to Principal**

APPLICATION IS:  APPROVED

DENIED

APPROVED SUBJECT TO THE FOLLOWING:

- \_\_\_\_\_ Facility usage fee required (Regulation 5)  
Cost \$ \_\_\_\_\_
- \_\_\_\_\_ Utility usage fee required (Regulation 5)  
Cost \$ \_\_\_\_\_
- \_\_\_\_\_ \$1,000,000 liability insurance required (Regulation 7e)
- \_\_\_\_\_ Security officer(s) required (Regulation 7b)
- \_\_\_\_\_ Custodian fee required (Regulation 7f)  
Cost (\$20/hour) \$ \_\_\_\_\_
- \_\_\_\_\_ Cook fee required (Regulation 7g)  
Cost (\$20/hour) \$ \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

Principal/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy: Responsible Person/Group/Organization; Principal; Treasurer

## Use of School Facility Regulations

The Morgan County Board of Education authorizes the use of school facilities by the citizens of the county pursuant to the following regulations:

1. The use of any school facility is subject to availability of the facility after all school programs or activities are accommodated.
2. Only an individual who is a resident of the county, or a group or organization based in the county may utilize a school facility.
3. Application for use of a school facility must be submitted on the [Application for Use of a School Facility](#) form to the principal at least two weeks (except for unusual or emergency situations) prior to the requested usage date. **The person responsible for the event must obtain an access ID badge for the building at least 24 hours in advance of the event.**
4. Only an individual, or a group or organization, including service oriented, school affiliated, student or youth, non-profit, charitable, and others whose function benefits the citizens of Morgan County as determined by the principal, after consultation with the treasurer, may be approved to use a school facility without charge, in consideration of the requirements in Number 7.
5. Any individual or group or organization charging an admission, collecting an offering or not included in Number 4 shall be charged a usage fee at the following rate, if approved by the principal to use a school facility:
  - a. Athletic Field/School Grounds \$50.00 per event
  - b. Auditorium \$50.00 per event
  - c. Cafeteria \$25.00 per event
  - d. Cafeteria/kitchen \$50.00 per event
  - e. Classroom \$25.00 per event
  - f. Gymnasium \$50.00 per eventAdditionally, a utility usage fee, as determined by the principal after consultation with the treasurer, shall be assessed for the use of an athletic field or of school grounds. The principal may waive the usage and utility fees for an individual or group or organization charging admission if the proceeds are designated to benefit the school system or the citizens of Morgan County.
6. The principal shall not approve the use of a school facility if the requested usage is for a commercial or business venture, or for any other profit-making activity that will result in personal gain.
7. Any individual or group or organization using a school facility shall be subject to the following:
  - a. The individual or group or organization must arrange for a school employee to open and close the facility and be present during the usage period.
  - b. The individual or group or organization must provide sufficient supervision to maintain order, and security officers, if required by the principal.
  - c. The individual or group or organization shall be responsible for any loss or damage to the facility as a result of such use.
  - d. The individual or group or organization shall hold the Morgan County Board of Education harmless for any liability resulting from injury sustained during the time the group or organization is using the facility.
  - e. The individual or group or organization must provide proof of liability insurance in the amount of \$1,000,000, if the principal after consultation with the treasurer, determines that the activity can result in liability to the Morgan County Board of Education.
  - f. If cleaning is required as a result of the usage, the individual or group or organization shall be responsible for compensating the Morgan County Board of Education for any additional time worked by the custodian. The rate of pay will be the custodian's regular rate, plus overtime pay, if applicable, and fixed charges. There will be no cost if a custodian is on duty and can accommodate the individual or group or organization without interfering with his/her regular duties. Any trash, dirt, or debris beyond the usual and ordinary must be taken care of by the individual or group or organization.
  - g. Any individual or group or organization using a school kitchen must make arrangements with the principal for a school cook to oversee the kitchen. The cook shall be compensated as enumerated in number 7f. Food can be prepared and refrigerated in the kitchen. School lunch program supplies and commodities may not be used. School utensils and trays, etc. may not be removed from the kitchen/cafeteria area.
  - h. The individual or group or organization must obtain permission from the principal for the use of any school equipment.
  - i. The individual or group or organization must obtain permission from the principal prior to moving any furniture; furniture must be returned to its original position.
  - j. The possession and/or use or distribution of drugs, tobacco, and/or alcohol on school property is prohibited and must be enforced by the individual or group or organization.
  - k. The number of participants at any function/activity cannot exceed the posted seating capacity.
  - l. The individual or group or organization must remain in the section of the facility indicated on the application.
  - m. All laws, regulations, ordinances and rules of law enforcement and police departments regarding public assemblies must be strictly complied with by the individual or group or organization.
  - n. The Board of Education or its representatives shall have at all times full access to all parts of the school facility.
  - o. Permission for use of a school facility may be revoked if such action is deemed necessary and/or in the best interest of the school system.
  - p. The individual or group or organization shall be billed by the treasurer within ten days following the usage for any applicable costs associated with the facility usage. The individual or group or organization shall be required to submit full payment payable to the Morgan County Board of Education to the treasurer.