**WILKINSON COUNTY SCHOOL DISTRICT**

**PHYSICAL FACILITIES**

1. USE OF BUILDINGS AND ATHLETIC FACILITIES
2. General Statement:

Permits may be issues from the Office of the Superintendent for use of school facilities to responsible, organized groups, provided use by such groups will not interfere with the school program. Written application, on forms approved by the Board shall be made as prescribed at least three (3) days prior to the expected use of the facility and payment for the use therefore, according to the schedule of expense shown on application, shall be made at least 24 hours in advance of the expected use.

All applications for use of school facilities shall be made to the Superintendent of the School District, including requests for use of stadium and/or other athletic facilities. The application has to be approved or disapproved by both, the Superintendent of Education and the Principal where use of facility is desired.

Applicants desiring the use of the football field are advised that concession rights are not included in rental of the fields; however, arrangements maybe made and payment according to the rate listed under Number 4.

The Principal of the school or Program Coordinator concerned shall be responsible for the school facility under his or her supervision, and shall be responsible for have supervisory personnel present at the activity. Final approval of all applications will be made by the Office of the Superintendent, where permits for use will be issued. Regardless of the regulations set forth herein, the Board reserves the right to refuse use of facilities to any group.

1. Organizations That May Use Facilities:
2. School sponsored activities including extracurricular organizations and Parent-Teacher Associations of the school under the Principal’s direction without a fee if the funds raised are to be awarded directly to the school.
3. Noncommercial organizations sponsoring programs of an educational or civic nature may use the facilities at times or in ways which will not interfere with the school program. Such organizations will be divided into two groups:
4. Group A: those organizations which charge an admission fee
5. Group B: those organizations which do not charge an admission fee

Uniform charges are made for both groups, A and B. If exceptional circumstances warrant a reduced charge for Group B, then these circumstances must be called to the attention and such, if any, concession, by way of reduction in rentals, agreed to at the time the agreement is made for the use of the facility.

3. Points To Be Observed With Reference To Applications And Use Of Facilities

 a. Applications must be made at least three days prior to the date of expected use. Payment for use must be made at least 24 hours prior to date of expected use.

 b. The supervisory personnel must be provided by the applicant. However, one or more school employees shall be present during the event for supervisory purposes.

 c. Refreshments shall not be served on gymnasium floors.

 d. Smoking is prohibited on all school property. Alcohol and illegal drugs are prohibited.

 e. County and State ordinance regarding exit control, seats in aisle, etc. shall be observed, as well as all other local and state laws applicable to public building use.

 f. The installation of all portable or other equipment to be used on any occasion must have the approval of the Principal concerned. However, no equipment is to be installed that will cause damage to school facilities.

 g. Persons attending meetings will be expected to go directly to the facility for which application is made and leave by the most direct exit.

 h. Portable sound or visual equipment shall be furnished by and at the expense of the applicant.

 i. Regulations governing use of facilities as stated in the application form must be observed.

 j. The applicant shall accept full responsibility for any and/or all damages to school facilities that occur as a result of said activity and shall compensate the school district for the actual cost of the repairs.

 k. The custodial personnel must be provided by the applicant.

Failure of the applicant to comply with any of the foregoing conditions shall constitute causes for cancellation of privilege to use of school facilities.

4. Rate of Charge For Facilities Per Night or Day

 A. SECONDARY SCHOOLS

 Facility Cost

 Cafeteria 400.00

 Cafeteria Repast 300.00

 Employee’s Rate 150.00

 Classroom 150.00

 Gymnasium 550.00

 Gymnasium for Funeral Services 350.00

 (Supervisor included)

 Library 200.00

 Football Field with Lights 550.00

 Football Field without Lights 450.00

 Bathrooms (Exterior) 200.00

 Concession Stands 100.00

 B. ELEMENTARY and MIDDLE SCHOOLS

 Facility Cost

 Cafetorium 350.00

 Cafeteria 400.00

 Cafeteria for Repast 300.00

 Employee’s Rate 150.00

 Classroom 150.00

 Library 200.00

 Mini-Gym 400.00

 C. CAFETERIA

 \*Regular Worker - $15 per hour

 \*\* Fringe Benefits – SS/MX-7.65%; RT-17.40%; WC-.0707%

 D. SECURITY

 It is the responsibility of the applicant to provide adequate security personnel. It is also the responsibility of the applicant to provide the Superintendent of Education with proof that adequate security personnel will be present to insure a safe and orderly environment for all in attendance.

Two hundred dollars ($200) for a minimum of six hours for school district security personnel. Additional hours are $25 per hour. Fringe benefits are included in these amounts.

\*The regular cafeteria workers of this school district will be the only people allowed to use the utensils. Therefore, the person(s) making application for use of the kitchen shall compensate the district at the above rate of pay for each employee and fringe benefits. Cafeteria Workers will not serve food or clean facilities.

\*\*Fringe benefits will be calculated according to the numbers of hours requested for worker(s).

NOTE: A deposit of $100 shall be made in advance to cover janitorial cost for cleaning up the facility if not cleaned by applicant. If the facility is cleaned, the $100 deposit will be returned to the applicant.

This revised policy shall take effect and be in force from and after July 1, 2020.

WILKINSON COUNTY SCHOOL DISTRICT

Woodville, Mississippi

APPLICATION FOR THE USE OF PUBLIC SCHOOL FACILITIES AND EQUIPMENT

Application must be submitted in duplicate at least five days prior to the intended date of using facility or equipment. Payment for use muse be made at least one day prior to the intended date of using facility or equipment.

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

Person/Organization Making Request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee of Wilkinson County School District Yes \_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Performance or Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will any type of portable or decorative equipment be used?\_\_\_\_\_\_\_, if so describe:

Principal must be consulted and no portable or decorative equipment be installed that does not meet with his or her approval.

Name the facility desired and fill in the date, opening and closing hour.

FACILITY TO BE USED DATE OPEN CLOSE COST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number Rate

CAFETERIA WORKER(S) \_\_\_\_\_\_\_ $15 p/h \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FRINGE BENEFITS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL DISTRICT SECURITY (6 hours) $200.00

 ADDITIONAL HOURS \_\_\_\_\_\_\_ $25 P/H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit $100.00

 GRAND TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant/Organization Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title Telephone

TO BE FILLED IN BY SCHOOL OFFICIALS

Application Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Disapproved\_\_\_\_\_\_\_\_\_\_\_\_\_

In making this application, the undersigned recognizes that the Wilkinson County School District has and assumes no legal liability for the condition of the premises to be used and that all persons using such premises, facilities or equipment are required to do so at their own risk.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Program Administrator Superintendent of Education

Check One \_\_\_\_\_\_ Facility left clean \_\_\_\_\_\_Facility not left clean

Verified By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_