

**Board Policy KG: Use of School Facilities**

**Status:** ADOPTED

**Original Adopted Date:** 07/12/2007 | **Last Revised Date:** 08/14/2025 | **Last Reviewed Date:** 08/14/2025

Individuals or groups wishing to reserve the Fannin County High School Performing Arts Center (PAC) must contact the High School Principal or designee, whose contact information may be obtained at the Superintendent's office. The PAC Coordinator will provide information and appropriate forms for requesting the use of the PAC. Individuals or groups wishing to reserve the Fannin County Agriculture and Environmental Science Facility must contact the CTAE Director or designee, whose contact information may be obtained at the Superintendent's office. The CTAE Director will provide information and appropriate forms for requesting the use of the Fannin County Agriculture and Environmental Science Facility. The use of all other school or district facilities shall be governed by this policy.

The Fannin County Board of Education will permit its school facilities to be used by individuals or organizations located within the county for appropriate activities which do not interfere with any activity of the school system, under the conditions specified in this policy.

The school administrator of each school in Fannin County is responsible for the proper maintenance and operation of the building and facilities of that school. Therefore, it is the responsibility of each school administrator in consultation with the School Governance Team (SGT) to approve all activities at his/her school, whether school or community related. If a request is made for the use of a school facility on a continuing basis, it must have approval of the school administrator and the SGT or the Fannin County Board of Education. The following conditions apply:

1. School-sponsored activities will have first priority in the use of school facilities. Further, those groups or organizations which exist solely to support the school or a school program, such as parent/teacher organizations and booster clubs, shall have second priority with regard to the use of school facilities.
2. If a group requests the use of Food Service kitchens for a dinner meeting or any type of meeting involving use of the kitchen, the lunchroom manager or designated lunchroom employee must be present to direct and assist persons preparing the meal and/or in the use of lunchroom equipment. The payment of the lunchroom manager or employee must be made by the sponsoring group. The rate of payment to this individual shall be specified on the facility use request form.,
3. Outside groups and booster clubs wishing to use school facilities, school personnel, or students for the purpose of raising funds must adhere to all school and system rules, regulations, policies, procedures, guidelines, and/or directives. These groups must also submit a written request to the school administrator for approval to use the school facility.
4. Any organization, association or business located in the county or composed primarily of the county residents may request to use the facilities of the school system by filing with the principal of the school an application on a form prepared and maintained by the school system. The application shall include a fee schedule indicating the facilities of the school subject to use under this policy and the charge or charges associated with that use. These charges shall also include an amount sufficient to pay school system employees for any services, such as janitorial, maintenance or kitchen services, determined by the principal or Superintendent to be necessary in connection with the use of the facility. The form will designate the contact person who will be the person accountable for complying with the requirements of this policy.
5. Permission to use school system facilities does not constitute the endorsement by the Board of Education or the school system of any organization, the beliefs of the organization, nor the expression of any opinion by the organization or any of its representatives.
6. The system reserves the right to withhold approval or to cancel any approved use of school facilities when it is determined that such use would be disruptive to the mission or purpose of the school system or if cancellation is necessary for the best interests of the school system or its students.
7. An application for use of school facilities must be filed with the principal of the school in accordance with this policy in advance of the anticipated use. The application must be approved by the principal, the School Governance Team, and/or the Superintendent. Any and all fees due for the use of the facility must be paid in advance of the use of the facility and a cancellation fee to be stated on the application may be charged if the requested use of the facility is canceled with less than forty eight hours notice.
8. As a part of the application form, all applicants for use of the facility must execute an agreement to hold the

Board of Education harmless from any and all loss or damage that may arise during or be caused in any way by the use of the facility. This hold harmless agreement shall include the indemnification for any damages done to the building or property owned by the Board of Education as well as any claim of damages made by anyone else. Further, the agreement shall include a specific release on behalf of the organization using the facility.

9. The Superintendent or designee may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary in the discretion of the maintenance director or Superintendent.
  10. The organization using the facility is responsible for insuring that the facility is returned in a state of cleanliness and in the same condition as when made available for use. Any and all activities conducted on school facilities shall be in compliance with all local, state and federal laws and shall conform to existing and relevant school board policies. Illegal drugs, alcoholic beverages and all forms of tobacco are prohibited in school facilities and on school grounds.
  11. Any failure to comply with the terms of this policy may result in the organization and the designated contact person not being allowed to use school facilities in the future.
  12. The Superintendent is authorized to prepare regulations or procedures as may be necessary to implement the provisions of this policy. The agreement must:
    1. Set forth the terms and conditions of the use of a facility;
    2. Include a hold harmless provision in favor of the governing authority;
    3. Be revocable at any time by the governing authority of the school;
    4. Require the private entity to maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facilities and effective for the duration of such agreement; and
    5. Provide a citation that such agreement shall be governed by O.C.G.A. 51-1-53.
-