



# Hart County *Charter System*

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## Facility Use Rules and Regulations

### **PREFACE:**

The Hart County Charter System is, and wishes to remain, a cooperative member of the community. It is in this spirit that the following procedures are offered. The school system must balance the desire to support all worthwhile community activities with its responsibility to supervise and maintain the school system's facilities for its primary purpose, which is to house the program of instruction and the various school sponsored events that occur.

### **PROCEDURES:**

At all times, the activities of the school and its related organizations shall take priority on the use of the facilities.

Facilities may be used by outside groups and organizations in accordance with the following criteria:

1. Hart County residents, businesses, or nonprofit organizations or groups which are composed primarily of Hart County residents or that benefit Hart County residents may use our facilities in accordance with this policy.
2. A person is identified, in writing, as the responsible party (person in charge) for the supervision of the event and the good condition of the facility upon completion of the event. The organization, business or group using the facility, as well as the person identified as being in charge of the event, will be held responsible for all damages to school property. A representative of the sponsoring organization must be on site at all times.
3. The Fine Arts Center Coordinator, Athletic Director, or Principal will arrange all plans for the facility use in such a manner as to allow for only authorized use. In the event keys are issued, the key must be promptly returned the morning of the next school day following the event.
4. When renting the Fine Arts Center, it is to be closed and locked by 10:00 p.m. unless otherwise approved in advance by the Fine Arts Center Coordinator. The facility and grounds are to be left clean and in good repair. No food, drink, or gum is allowed inside the auditorium, dressing areas, or classrooms. Do not tape anything to doors, walls, or inside windows.
5. In accordance with school rules, tobacco, alcohol, firearms, weapons, or explosive devices are not allowed on school grounds. The use of our facility for non-school related events during school hours is discouraged and would require approval by the Hart County Board of Education. (It is the responsibility of the organization/group making a facility use request to enforce the no tobacco rule of the Hart County Board of Education; failure to do so will likely lead to the group/organization no longer being allowed to use any Hart County Schools facility in the future.)
6. Cost for the use of facilities will be outlined in the signed contract. At the time of reservation, only an estimate of total cost can be determined.

7. Some Hart County organizations may apply for a rental fee discount or waiver. Rental fee discounts or waivers are described in *Description of Fee Structure*. Eligible groups must meet specific criteria and submit appropriate nonprofit, Tax Exempt, or Governmental documents in addition to a Federal ID or Employee Identification number (EIN).
8. If fee applicable, a deposit of \$100 is expected with the submission of the contract. All remaining facility usage fees must be remitted to the Hart County BOE at least two weeks prior to use. All facility usage requires a Facility Use Contract.

### Description of Fee Structure

- All events utilizing the facilities must submit a Facility Use Contract.
- Any deviations from this fee structure will require approval from the Hart County Board of Education. All fees are payable to the Hart County Board of Education.

Fine Arts Center Rental	\$150/Hour	\$300 Minimum
Cafeteria Rental	\$100	If using kitchen - \$125
Gymnasium, Track, or Field Rental	\$200	With track or fields, if using lights - fee is \$200.

### Item Cost Additional Terms

Custodial Services \$100; \$200 for Fine Arts Center

Light Technician \$25/Hour -- Fine Arts Center Only

Sound Technician \$25/Hour -- Fine Arts Center Only

Security Services \$25/Hour -- Fine Arts Center Only

## **Exemptions and Waivers to Fee Structure**

- Any Hart County school or school affiliated organization or local Hart County inter-governmental agency hosting an event may be eligible for a waiver of appropriate fees if no admission is charged or if all proceeds from admission or donations benefit a Hart County school or specific civic organization.
- Non-Hart County organizations with participating Hart County participants may be eligible for a waiver of appropriate fees if the event is hosted by a school support organization such as, but not exclusive of, Georgia High School Association, Georgia Music Educators Association, etc. and no admission is charged or all proceeds from admission or donations benefit a Hart County school or specific civic organization.
- Other non-Hart County Organizations are not eligible for any fee exemption or waivers and must satisfy the facility rental fee and custodial fee.

**\*\*All fee exemptions and waivers are subject to approval by the Hart County Board of Education.**

## **Requirements for Fee Exceptions**

\_\_\_ Submit document Request for Fee Exception

\_\_\_ Submit appropriate documents to support exemption status. Appropriate documents could include:

- 1) copies of official certificates from the Secretary of State indicating nonprofit status,
- 2) copies of official IRS documents indicating tax exempt status,
- 3) documents indicating governmental status, in addition to
- 4) documents disclosing Federal ID or Employer Identification Number (EIN).

\_\_\_ For groups supporting a school or civic organization(s), the organization(s) being supported must submit a letter of acknowledgement.