

Master Process Owner: Director of Operations

Process Owner: Facilities Coordinator

Objective:

To ensure Facility Use requests for HCS are accurate and timely so that those of appropriate authority and responsibility may take action in order to schedule, staff, and maintain the HCS facilities.

Scope:

This process applies to the Facility Use Office of the Facility Services Department in the Huntsville City School System Operations Directorate. This procedure is effective as of 1 August 2019. All requests submitted after 1 August 2019 will be subject to this procedure and its fee schedule. Upon publication, all previous procedures and fee schedules (dated prior to the date of this publication) are immediately superseded.

All requests submitted by 11:59 P.M., July 31, 2019, will be administered under the HCS procedure in effect until that time.

Risks:

A breakdown in the Facility Services Department Facilities Use Procedures could result in danger to the students and staff, disruption of District activities, damage to the facilities, and loss of revenue.

Definitions:

- HCS Huntsville City Schools
- FC Facilities Coordinator
- FUO Facilities Use Office
- DO Director of Operations
- DA Director of Athletics & Extracurricular Activities
- HPD Huntsville Police Department
- SRO School Resource Officer
- CSO Campus Security Officer
- FSD Facilities Scheduling Direct (HCS Facilities Use Scheduling Software)

Notes:

Reference Huntsville Board of Education Policy 4.4.2: Schools and other Board owned or controlled facilities may be made available for use by sanctioned or generally recognized school support organizations if the use of the facility will not disrupt school operations or be inconsistent with the purpose and mission of the school system, and if adequate advanced provision is made for security, supervision, maintenance, damage prevention, post event clean up, liability insurance, and other risk management measures appropriate to the proposed use. Use of Board facilities for non-school organizations may be approved if the foregoing conditions are satisfied and a rental contract (or the equivalent thereof) that includes a reasonable fee or rental charge and other appropriate terms and conditions is approved by the Superintendent. Board facilities may not be used for partisan political purposes.

A. Requestor Classification

The Huntsville City School District has three classes of requestors to be considered for district facilities use.

Class A: School organizations directly accountable to the Superintendent through the school principal (athletic boosters, PTA). No facility fee, pay support staff fees only. Fees are based on the fee schedule dated 1 August 2019.

Class B: Organizations that provide education related services to HCS without charging fees to students (Girl Scouts, Boy Scouts). Pay Class B facility fee, and support staff fees. Fees are based on the fee schedule dated 1 August 2019.

Class C: All other requestors, which pay Class C facility fees and support staff fees. Fees are based on the fee schedule dated 1 August 2019.

B. Application Process and Parameters for School Facilities Use

1. *Class A Requestors:* Applications from Class A requestors shall be submitted at the requested site for Principal/Director approval. The Principal/Director or designee will submit their requests via **MySchoolBuilding.com**.

Class B and C Requestors: Applications from Class B or C requestors shall be submitted directly to the Facility Use Office, Facility Services Department. Community Use online application link: **<https://www.communityuse.com/default.asp?acctnum=1671094272>**

2. All Class A, B, and C requestors must submit requests to the Facilities Use Office no fewer than 21 days prior to the requested date of use.
3. Class A requestors may submit one application for the entire school year (for example, a high school French club may submit one request to cover their weekly meetings for the entire school year). HCS reserves the right to adjust or modify application dates as required.
4. All facilities use fees must be paid by the requestor at least 7 days prior to the event.
5. All Class B and C requestors must provide proof of liability insurance (including injury and property damage) with the school name and address as the certificate holder, with a combined single limit of not less than \$1,000,000 with an aggregate limit of not less than \$1,000,000.
6. Cancellations from Class A, B, and C requestors must be made by the requestor to the Facilities Use Office at least 24 hours from the scheduled start of the event. If a cancellation is submitted inside the 24-hour notice window (less than 24 hours from the event), HCS will not refund any fees that have been received.
7. Requestors may not transfer or sublet their rights or privileges to others.
8. HCS reserves the right to operate concession stands at all events.
9. HCS reserves the right to deny requested use or cancel any agreement by giving reasonable notice to the requestor.
10. Applications from requestors of questionable eligibility shall be referred to the Superintendent or delegate for final decision.
11. Events are restricted to the areas of the facility and the nearest restrooms to the areas reserved for use (for example, if a band room is reserved, the gym is not to be used).
12. Events are restricted to the contracted time limits of the request.

13. All requestors must present proof that they are age 18 or older (HCS students desiring to submit facilities use requests must do so through an adult faculty/staff sponsor).

14. HCS instructional and extracurricular programs have top priority in the event of scheduling conflicts.

15. Days and Hours of Use: The use of HCS facilities and grounds shall be restricted to the days and hours listed below:

Facilities: Close of school day to 10:00 p.m. Grounds: Close of school day to sundown (lighted fields close at 10:00 p. m. or 30 minutes after the end of a game).

16. Any requestor found to be submitting requests under false pretenses (example: a coach who submits a request for a school team that is really a non-school system team he is being paid to coach) will be barred from requesting facilities use for a time period designated by the Superintendent.

C. Fee Schedule: See Fee Schedule (dated 1 August, 2019)

D. Procedure Steps:

All requests must be submitted 21 days prior to the requested date of use.



