

Dothan City Schools Policies and Procedures for Facility Use

The Dothan City School System (DCS) recognizes that from time to time organizations both affiliated with the school system and not affiliated with the system will want to use school system facilities.

Effective January 1, 2019, DCS requires that all use of its buildings, athletic fields and other facilities follow District guidelines regarding approvals required, nature of use, and fees charged.

APPROVAL

Any extracurricular use of DCS facilities is required to be approved no less than 15 days in advance. Use of all school facilities must be approved by both the school Principal and CSFO before any organization, group or individual(s) may use Dothan City School System (DCS) facilities.

A Facility Use form (Exhibit A) is to be completed each time a request is made to use a DCS facility. In scheduling facility use, preference should be given to requests for use that are for the benefit of DCS students participating in school sponsored activities. Fees for use of a DCS facility will be charged in accordance with the then current Facility Use Fee Guideline matrix. The DCS reserves the right to approve deviations from the guideline fees based upon the specific circumstances involved with the proposed use of the facility. Such approval to deviate from the approved fee schedule may only be granted by the CSFO. There will be no deviations from the Facility Use Fee Guideline matrix unless approved no less than 15 days in advance of the event.

PERMITTED ACTIVITIES

Groups using any DCS facility will enforce the school's prohibition against smoking, drugs, alcohol, weapons and other such activities and/or items on school premises. Failure to do so can and will cause cancellation to use DCS facilities. The purpose and nature of the program or activity must be consistent with what would be considered reasonable and customary for school aged children.



INSURANCE

Groups not a part of DCS are required to provide a Certificate of Insurance, naming Dothan City Schools Board of Education and its members as an additional insured. A certificate verifying the existence of such insurance should be presented to the CSFO with the completed Facility Use Form no less than 15 days in advance of when the facility is proposed to be used. Failure to provide this certificate, pursuant to these guidelines, will void the use of DCS facilities by the group or organization.

DAMAGES

Groups using DCS facilities assume full responsibility for any and all damages to the school facility caused directly or indirectly as a result of the use of the facility. The group using the facility agrees to assume full responsibility for the cleanliness of the school facility and grounds. Furthermore, groups using these facilities agree to return the facility to the Board in the same condition as existed prior to the group's use. Groups must engage a DCS custodian to be present to ensure the facility is cleaned and will pay DCS pursuant to the facility fee matrix.

SITE SUPERVISION

An employee of DCS is required to be on site at all times. This Site Supervisor must be a key holder for the building and must be either a teacher or administrator. The group using the facility agrees to pay the current hourly rate for Site Supervision. Site Supervision fees are in addition to other charges such as facility use, custodial fees and security fees. Checks should be made payable to The CSFO Dothan City School Board. All minimum fees will be paid in advance with the Facility Use Form. A final accounting of fees owed will be made at the end of the event and the group will remit the remainder to the DCS CSFO no later than 10 days after the completion of the event. Failure to do so will forfeit any future use of DCS facilities by the group in question.

CUSTODIAL SERVICES

All groups using DCS facilities acknowledge that it is their responsibility to leave the facility in a clean and orderly manner. Custodial Services are mandatory and will be arranged in advance. Groups using a gymnasium, cafeteria or athletic field for 8 hours or longer, selling concession, or serving food will be required to submit a \$150 Clean-up Deposit.

334.793.1397
SOD Dusy Street
Dothan, Alabama 36301
www.dothan.k12.al.us
Dr. Phyllis A. Edwards, Superintendent



SECURITY SERVICES

Security services are available at an hourly rate through the system. DCS reserves the right to require a group to contract for security.

FACILITY RENTAL FEES

All facility rental fees collected will be remitted to the CSFO along with the Facility Use Form and the group or individual's Certificate of Insurance. These funds will be deposited into the DCS bank account by the CSFO.

Mike Schmitz
Chairman

Brenda Guilford
Vice-Chair/District 1

Franklin Jones
District 2

Susan Vierkandt
District 3

Brett Strickland
District 4

Amy Bonds
District 5

Chris Maddox
District 6

DOTHAN CITY SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES

Application is hereby made by _____ for permission to use the facilities at the _____ School _____ Address _____

Auditorium () Cafeteria () Gymnasium () Athletic Field () No. of Classrooms ()

From _____ AM or PM to _____ AM or PM one time weekly () Weekly () Monthly ()

Beginning Date _____ Ending Date _____

Purpose and nature of program _____

Sponsored by _____

In exchange for the use of the school facility identified above, applicant expressly agrees:

1. To indemnify and hold harmless the Dothan City Board of Education, including all officials, agents, employees, separately and severally, from any and all claims arising from the applicants use of the school facility. This indemnity agreement not only requires applicant to pay any adverse judgement against the School Board arising from applicant's use of the facilities, but also requires the applicant to provide the Board, its officials, agents and employees, with a legal defense at applicant's expense which includes costs, expenses and attorney fees.
2. To purchase liability insurance identifying the Board and its members as additional insureds. A certificate verifying the purchase of such insurance should be included with these application 15 days in advance of use of facilities. The CSFO may waive the requirements of this paragraph.
3. To assume responsibility for any and all damages to the school facilities caused, directly or indirectly, by the applicant's use of the facilities. Applicant also agrees to assume full responsibility for the cleanliness for the facilities, and agrees to return facilities to the Board in the same condition as existed prior to applicant's use. A DCS custodian will be engaged by group.
4. To use the facility only for the purpose identified above.
5. To enforce the Board's prohibition against smoking, drugs, alcohol, weapons, and other such activities and/or items, on school premises.

Comments: _____

Date: _____ Signature of Applicant: _____

Telephone Number _____ Address of Applicant _____

Approve _____ Denied _____ Principal _____

Approve _____ Denied _____ CSFO _____

Date: _____ Reason for Denial _____

Charge for use of facilities \$ _____

Dothan City Schools
Facility Use Matrix
As of March 18, 2019

	For Profit Entities	Community Based Non-Profit Entities (Must provide verification of status)	Camps and Similar Activities (Event is Accounted for in School Books)
<u>High School & Junior High School</u>			
Gymnasium	\$1500 min./\$200 per hour in excess of 8 hours	\$750 min./\$150 per hour in excess of 8 hours	\$4 per participant per day/\$300 max
Theatre/Auditorium	\$500	\$300	\$4 per participant per day/\$300 max
Sound System Rental	\$100	\$1	\$50
Sound System Set up	\$50	\$25	\$25
Cafeteria	\$250	\$150	\$4 per participant per day/\$300 max
Classroom, each	\$35	\$20	N/C
Athletic Field	\$500 min./\$75 per hour in excess of 6 hours	\$250 min./\$45 per hour in excess of 6 hours	\$4 per participant per day/\$300 max
Lights(Athletic Field)	\$200	\$200	\$200
Utility Charge - Indoor Areas	\$200 min/\$15 hour in excess of 6 hours	\$150 min/\$15 hour in excess of 6 hours	\$4 per participant per day/\$300 max
<u>Elementary Schools -</u>			
Gymnasium	\$300	\$150	\$4 per participant per day/\$300 max
Sound System Rental	\$50	\$25	\$25
Sound System Set up	\$1	\$25	\$25
Cafeteria	\$200	\$75	\$4 per participant per day/\$300 max
Classroom, each	\$25	\$25	N/C
Utility Charge - Indoor Areas	\$200 min/\$15 hour in excess of 6 hours	\$100 min/\$10 hour in excess of 6 hours	\$4 per participant per day/\$300 max

Site Supervision Ratee \$100/hour, minimum \$50
Custodial Rate \$50/hour, minium \$150
Security Rate \$27/hour, minimum \$27

Payment must be made through DCS, employees will be paid through payroll.