

BOARD AGENDA ITEM

November 19, 2024

SUBJECT:

Policy KF Community Use of School Facilities  
File KF School Facility Rental Contract

BACKGROUND INFORMATION:

Policy KF Community Use of School Facilities provides a structure that allows community use of school facilities. Community members may request to rent school gymnasiums, auditoriums, and the new Aiken Performing Arts Center. This Policy provides guidelines for the use of the facility as well as File KF School Facility Rental Contract, which is the document the community member uses to rent school facilities.

ADMINISTRATIVE CONSIDERATION:

Administration has reviewed Policy KF Community Use of School Facilities and has no recommendations for revision. File KF School Facility Rental Contract has been revised to include the fee structure for the Aiken Performing Arts Center.

RECOMMENDATIONS:

Approve review of Policy KF Community Use of School Facilities and updates to File KF School Facility Rental Contract

ATTACHMENT:

Policy KF Community Use of School Facilities  
File KF School Facility Rental Contract

PREPARED BY:

Dr. Salvatore Minolfo

## COMMUNITY USE OF SCHOOL FACILITIES

Code **KF** Issued **3/22/11/24**

Purpose: To establish the basic structure for community use of school facilities.

As a service to the community, the board will allow responsible and properly organized community groups to use school facilities in keeping with the following general policies.

- The board provides public school facilities through the use of taxpayers' funds collected for educational purposes.
- Use of school facilities by the schools and by school-related organizations takes precedence over all other uses.
- Requests by local agencies and by other agencies/organizations for the use of facilities for educational purposes take priority over other requests for the use of facilities.
- The use of a school building, facility, or other school property for any non-school purpose must not interfere with the school program.
- Organizations using school facilities are responsible for the proper conduct of all persons attending the event, for providing police protection if needed, for immediate restoration of school property in the event of any damage, and for all liabilities of all persons in attendance. The district will set forth all terms in a contract that an official representative of the organization must sign.
- Each assistant superintendent or other designated administrator with the advice of the area council exercises control of the respective area properties. He/She will have the authority to establish local rules for nonschool use of school property in his/her respective area except for countywide programs which are directly coordinated through appropriate fee schedules with the county board at the beginning of the school year. The councils will charge appropriate rental fees for all nonschool events except for elections as stated below and unless waived by the area advisory councils.
  - All funds in area building rental accounts in excess of actual labor costs or necessary cleaning supplies will be retained in the area accounts and used for capital outlay and/or self-help projects in the schools of the areas at the discretion of the area advisory councils except as indicated in this policy.
  - Where space permits without disruption of normal school activities, the schools may be used without charge for local, state and national elections including primaries.
- When school facilities are used by non-school persons, a school employee must be present while the facility is in use. The employee's services will be paid for by the group using the facility.
- Non-school groups wishing to use any school kitchen must have members of the school food service staff present. School food service staff members will be paid for their services by the organization using the facility.

## PAGE 2 - KF - COMMUNITY USE OF SCHOOL FACILITIES

- The board will not allow groups to use school facilities if they advocate unconstitutional or illegal acts, or if their activities are contrary to the best interests of the public schools or to the educational welfare of its students.
- The board will not allow groups to use school facilities when the proposed function presents an obvious danger to the safety of persons and property.
- No alcoholic drinks or illegal drugs will be sold, distributed or used on school property at any time by anyone.
- If property is not needed for school purposes, the district may permit the operation of a school-age childcare program for children aged five through 14 years that operates before or after the school day, or both, and during periods when school is not in session. Under this section the board may enter into a long-term lease with a corporation, community service organization or other governmental entity if the organization, corporation or other governmental entity will use the property to be leased for civic or public purposes or for a school-age childcare program. However, if the property subject to a long-term lease is being paid for from money in the district's debt service fund, then all proceeds from the long-term lease must be deposited in that school's debt service fund so long as the property has not been paid for.

Adopted 11/9/71; Revised 6/10/75, 8/10/76, 3/24/87, 8/11/92, 1/26/93, 2/26/02, 2/7/12, 3/22/22  
Reviewed 11/19/24

---

### Legal References:

#### A. United States Code of Laws, as amended:

1. Boy Scouts of America Equal Access Act, 20 U.S.C.A. Section 7905.

#### B. S.C. Code of Laws, 1976, as amended:

1. Section 7-9-110 - Conducting elections or primaries in a facility that receives state funds.
2. Section 59-1-370 - Closing of educational institutions on general election day.
3. Section 59-19-90(7) - General powers and duties of school trustees.
4. Section 59-19-120 - Rules and regulations governing use of school buildings.
5. Section 59-19-125 - Leasing school property for particular purposes.

#### C. Federal Cases:

1. *Child Evangelism Fellowship of South Carolina v. Anderson School District Five*, 470 F.3d 1062 (4th Cir. 2006).