
GENERAL PROCEDURES

The following procedures shall apply to the liability and insurance coverage required for utilization of school facilities

School based organizations and governmental agencies need not provide evidence of public liability insurance coverage. School based organizations are those volunteer organizations which only exist in order to provide support for the schools, including booster clubs, PTA and other such organizations.

All other organizations requesting to utilize school facilities, including but not limited to non profit organizations and churches having regularly scheduled services at a school facility, shall provide a current certificate of liability insurance which clearly states the organization's liability coverage, naming the School Board as an additional named insured. The certificate shall provide evidence of liability coverage in the amount of at least ten million dollars (\$10,000,000) per person and two million dollars (\$2,000,000) per occurrence. Evidence of such coverage shall be provided to the school prior to the utilization, and a copy shall be attached to the Authorization and Invoice for Building Utilization form (See Attachment A, Sample Insurance Form).

Any questions or concerns about the need for or the sufficiency of coverage should be referred to the office of the Executive Director Risk Management at 390 2258

USE OF SCHOOL FACILITIES BY ORGANIZATIONS FOR REGULARLY SCHEDULED WORSHIP

Requests for utilization of school facilities for religious purposes shall be approved acco

group at a school facility shall not exceed one year; but the principal may, at his or her discretion, extend the time for a short time if the permanent site is near completion

The school must have an employee who is willing and available to open the school on a regular basis at the time of the utilization. This employee shall be paid pursuant to the provisions of the Policy.

No signs shall be placed on any school property indicating that the school facility is the site for worship services, except that temporary signs may be placed at the facility on the day of the service by the utilizing group at the sole discretion of the principal if the signs are removed promptly after the service.

No advertising brochures, letterhead, billboards, announcements, etc., may utilize the name or address of the school as the site of the worship service unless the phrase "temporary meeting at" precedes the name or address of the school.

MISCELLANEOUS

In addition to the above guidelines, a school shall not approve a request to utilize Board property during the last two weeks of the summer work period so that Facilities staff can properly prepare the building for school opening.

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*Some performing arts facilities may not be available for utilization request.		

_____	_____	_____	_____	_____

PROCEDURES FOR COLLECTION OF USAGE FEES AND PERSONNEL COSTS

Any organization seeking to use district facilities or grounds must first obtain permission from the building principal. The principal is responsible for ensuring that the use is allowable pursuant to School Board policy 930 Use of Facilities and Grounds. Once permission is granted from the principal and the building utilization form is completed by the requesting organization, the following procedures shall be required prior to use by the requestor:

I Approval of Facility or Grounds Use

- A Collect a copy of the group's certificate of insurance and confirm the coverage amounts meet or exceed \$1,000,000.00/person and \$2,000,000.00/per occurrence and the Dual County School Board is listed as an additional insured**
- B Submit a copy of the Authorization and Invoice for Building Utilization form signed by the requesting organization and building principal to**

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Determine the hourly rate for the approved employee. The requesting group must pay 1 1/2 times the employees hourly rate plus 28.98% benefits. Direct any questions regarding custodial pay rates to Facilities Support Contracting at 858 6310

Collect a check made payable to "Dual County Public Schools" for the total personnel fees

Complete Attachment B, Overtime Custodial Services for Building Utilization form

Submit the check along with a copy of the approved Authorization and Invoice for Building Utilization form and the completed Attachment B to

The outsourced custodial employee will receive compensation on his/her regular pay check, E C E a

B

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PLEASE NOTE Board employees who are administrators are not eligible to be compensated for building utilization activities

Determine the hourly pay rate for the approved employee. The requesting group must pay the employees hourly rate plus 38.2% benefits

Collect a check made payable to the SCHOOL and issue a receipt to the

- C Deposit the funds collected for Usage Fees (and DCPS personnel, if applicable) into school's designated internal fund**
- D Complete Attachment C, District Daily Receipt Log System Wide**
- E Issue a check from the school's internal fund for (a) the DCPS personnel cost (if applicable) and (b) 50% of the amount of usage fees collected. Submit check along with a copy of the approved Authorization and Invoice for Building Utilization form and the completed Attachment B to** .