

**DODDRIDGE COUNTY SCHOOLS  
USE OF SCHOOL/COUNTY FACILITIES**

**GENERAL POLICY**

The Doddridge County Board of Education shall oversee the use of the public school facilities. The school facilities are made to serve the whole community for educational, cultural, and recreational activities in accordance with the provisions of this policy.

**USE FACILITIES**

**Priorities**

1. School requirements and activities
2. Doddridge County Board of Education school-sponsored and school-related organizations will receive a #1 priority
3. Non-profit, community, youth, civic, and recreation-related organizations. Public meetings or meetings of other organizations not considered damaging to the image of the school system are treated as priority #2. Youth groups shall be given consideration over adult groups. These groups are required to complete a Use of Facilities form.
  - a. The Board of Education has the option to charge such groups custodian fees.
4. Groups or individuals from outside the school district or those desiring to use the school facilities for financial profit will receive a #3 priority. These groups will be approved only if the activity to be engaged in is deemed by the Board of Education to provide a community service and is within the accepted precepts of the school and community. These priority #3 groups will be required to complete a Use of Facilities form.
  - a. The BOE has the option to charge custodial fees.

**AUTHORITY TO GRANT PERMISSION**

1. Permission to use facilities relating to priorities #2 and #3 may be given after approval of the required Use of Facility form. These requests must be submitted to the Board of Education in a timely manner prior to the Board meeting prior to the date(s) scheduled for usage.
2. The superintendent or his designee(s) shall have the authority to regulate such activities except as directed by the Board policy. The Board reserves the right to cancel any permission previously granted.

**DUTIES AND RESPONSIBILITIES**

1. The principal shall be responsible for scheduling and arranging for appropriate supervision of the school's facilities being used.
2. The county athletic director shall be responsible for scheduling and arranging any sports or sporting events for appropriate supervision of all county school facilities being used.
  - a. Provide the school principal a master schedule of events scheduled at each school with dates, times, and groups.
  - b. Insure the request for the usage for building to the building principal within 24 hours.
  - c. Email any changes in schedules to the building principal promptly to help facilitate scheduling.

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**HAZARDOUS ACTIVITIES**

All activities must follow the State Fire Marshall's rules and regulations.

**CHARGE OF ADMISSION**

An organization or group may charge admission for an event if the following conditions are met:

1. The activity or event does not conflict with any policies, rules, and/or regulations of Doddridge County Schools or the West Virginia Board of Education.
2. The net proceeds will be used to help promote a school, a school-related effort, the endeavors of a non-profit organization, and/or assist with projects benefitting the community as a whole.

**INSURANCE**

Any individual, group, or organization in priority #3 being granted permission to use facilities shall furnish proof liability insurance to the Doddridge County Board of Education.

**PROPERTY DAMAGE**

1. Any individual, group, organization conducting an activity on school property or in a school facility shall be fully responsible for any and all damages to and/losses of school property.
2. No changes in school property, moving of furniture or additions to property are to be made without the prior approval of the school principal.

**GENERAL USE OF FACILITY**

1. All activities must be under the supervision of a Doddridge County Board of Education employee or designee, who is responsible for the security of the building.
2. The use of alcoholic beverages, controlled substances, and/or the use of tobacco products is not permitted in school buildings and on school property in accordance to State Code 2242.5
3. All school rules apply at all events. i.e. no profanity.
4. No food or beverages of any kind are permitted in any of the county gymnasiums, except bottled water.
5. Any person, group, or organization obtaining a Facilities Usage Form for use of a Doddridge County School facility shall not assign and/or sublet the same.
6. Failure of individuals, groups, or organizations to follow Board of Education policies and/or regulations for use of facilities will result in the withdrawal of this privilege of future use.
7. Facility Usage Form must be completely filled out along with being dated and signed by the individuals, groups, and organizations. Such forms should list the duties and responsibilities required as a result of obtaining use of school facilities. These permission forms should be retained by the school principal in charge of the facility.
8. The size of the participating groups or audience must be restricted to the actual seating capacity as posted in the facility being used.
9. Groups receiving permission are restricted to the approved dates of usage.
10. Adjustments to the schedule are a necessity for inclement weather, holidays, or anytime when school is closed early. Therefore, all activities scheduled in any Doddridge County Board of Education facility will be cancelled in the event of a school cancellation or dismissal, for any reason. For sporting events, contact the County Athletic Director for scheduled updated and/or cancellations.

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**CLEAN UP**

It is the responsibility of every group using school facilities to clean up following their event. If custodial services are needed to clean up after an event, fees will be assessed to the responsible group and future privileges could be denied. Custodian services will be required for a priority #3 event.

If the kitchen is to be used, a cook from the school must be employed to supervise the use of the kitchen and kitchen equipment. If a cook from that school is not available, a substitute cook shall be called from the approved substitute list, employed at the expense of the group using the kitchen and/or equipment.

**RULES FOR USE OF GYM**

1. Bring your own equipment unless otherwise prearranged.
2. Remain in gym area only.
3. No food or drinks in gym, except bottled water.
4. A list of participants must be provided for all events.
5. Must have written proof of insurance.
6. Must secure building when leaving.
7. Clean and check bathrooms, gym area and locker rooms before leaving.
8. Gym shoes only. (Those shoes not worn outside of gym.)
9. Usage times not later than 9:00 p.m.
10. All school rules and appropriate school behavior apply at all events (i.e. profanity and tobacco).

**Doddridge County Board of Education  
Approved: September 15, 2011  
Amended: December 6, 2016**