

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. No school facility or equipment, including, but not exclusive to, the bus garage, shop, meats lab or any other county facility, shall be used for the personal use of an individual or outside company. This includes the repair and maintenance of personal vehicles, the use of shop equipment for construction to benefit an individual, and the use of the meats lab for processing animals for individuals. Nothing herein shall prevent bona fide community or non-profit organizations from using the facilities, provided they follow the facility use policy herein. Provided further, that nothing herein shall prevent the use of school equipment and facilities by students being used for an approved educational purpose, whether or not an individual shall ultimately benefit from the use of school equipment or facilities.

FACILITIES USE GENERAL REQUIREMENTS AND INFORMATION

- Outside groups and organization may only reserve one Doddridge County School facility at a time for any use. Outdoor and Indoor facilities may not be reserved at the same time in anticipation of weather related concerns.
- Outside groups and organizations may only reserve a Doddridge County School Facility for up to one month of use at a time. Groups and Organizations must resubmit facility use requests each month if ongoing continued use of facilities is being requested. Each month groups and organization proper use of facilities as outlined will be evaluated and approved or denied based on facilities use guidelines.
- New facilities use time restrictions will be the following
 - ALL Facilities will be reserved for school groups until 6pm
 - If Doddridge County Students or Athletes will also have option for individual practice until 630 pm if requested by sponsor or coach. During this time outside groups are allowed to begin their activities with the understanding they will be sharing until up to 630pm
 - New Facility Usage Schedule and Times
 - Monday – Thursday 6:00 pm – 9:00 pm
 - Friday – Facilities Closed (Unless pre-approved due to circumstances)
 - Saturday – Based on approved facilities use approval
 - Sunday – Facilities Closed (No Exceptions, unless approved by Superintendent)
 - All Doddridge County Facilities will be closed for use at 9:00 pm
 - Time for outside groups will be given two possible time slots for facilities usage each evening
 - Time slot #1 – 6:00 pm to 7:30 pm
 - Time slot #2 – 7:30 pm to 9:00 pm
 - Time slots for outside groups on Saturdays will be scheduled starting at 8:00 am and will not exceed 2 hours per group or organization.

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- All outside groups or organization will complete a facilities use request form and will not be permitted to begin use of facilities until that form has been approved with a signature from the appropriate designee.
 - All Facility Use requests must be submitted and approved a minimum of 3 Days prior to the requested use.
- Any and all other requests outside the scope of this policy will be at the discretion of the Superintendent.

FACILITIES USE PRIORITY RANKINGS

Priority #1 Ranking

All Doddridge County Board of Education school-sponsored and school-related organizations

- Groups with a priority #1 status will have following rank order
 - Priority 1 -1: High School Varsity Sports or Equivalent Group
 - Priority 1- 2: High School Junior Varsity or Equivalent Group
 - Priority 1-3: Middle School Varsity or Equivalent Group
 - Priority 1-4: Middle School Junior Varsity or Equivalent Group

Priority #2 Ranking

All 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

- Groups with a priority #2 status will have following rank order
 - Priority 2-1: Youth related activities consisting of at least 60% Doddridge County School Students
 - Coaches, Sponsors, or person in charge will be required to submit a roster that includes participant addresses.
 - Priority 2-2: Adult related activities consisting of at least 60% Doddridge County School Staff and their families
 - Priority 2-3: Community related organizations

Priority #3 Ranking

All 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 and have an approved Facilities Use form a minimum of 3 days prior to requested date of usage (All last minute requests will be denied)
- Groups and Organization must have an approved coach, sponsor, or person in charge
- Outside teams requesting use of facilities must provide a team roster showing at least 60% of team consists of Doddridge County School Students

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- Teams rosters must include addresses of participants that can be verified by a Doddridge County Schools designee
- Outside organizations and teams may be bumped from schedule times in the event that a school team needs use of facilities for any reason.
- Outside organizations and teams may be asked to share scheduled facilities as deemed necessary.

The BOE has the option to charge custodial fees to any groups identified as a Priority #2 or #3 groups

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 Principal, Athletic Director or Facilities Use Clerk in a timely manner prior to the Board meeting prior to the date(s) scheduled for usage. All facilities use requests must be received and approved a minimum of 3 days prior to request use date.
2. The superintendent or his designee(s) shall have the authority to regulate such activities except as directed by the Board policy. The Superintendent or Designee reserves the right to cancel any permission previously granted.
3. After facilities use form submission / approval but prior to initial facilities use all persons that have been identified as a coach, sponsor, or person in charge must have a onetime facilities use orientation meeting with a Doddridge County Schools designee to review and sign off on a facilities use agreement checklist
4. The Doddridge County Board of Education grants ONLY the following groups open access to the Doddridge County High School weight room: (Except the hours of 3:30 pm – 6:00 pm)
 - i. WV State Police working or residing in Doddridge County
 - ii. Members of the Doddridge County Sheriff Department

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.
3. Provide the school principal a master schedule of events scheduled at each school with dates, times, and groups.
4. Insure the request for the usage for building to the building principal within 24 hours.
5. Email any changes in schedules to the building principal promptly to help facilitate scheduling.
6. All facilities shall remain locked until 90 minutes prior to any event or contest
7. Completion of required duties for the whatever facility was requested for use (see facilities checklist for specific requirements)
8. If facilities keys have been provided to a group or organization, only the coach, sponsor, or person identified in charge should be in possession of keys. Keys are not to be passed or shared with anyone other than previously approved person.

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9. Any persons with a key shall not open facilities outside normal operating hours for any adult or student not directly associate with their team.

HAZARDOUS ACTIVITIES

All activities must follow the State Fire Marshal'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.
3. Superintendent approval has been granted.

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. (Example: no profanity).
4. No food or beverages of any kind are permitted in any county gymnasiums, Auditoriums, Libraries, or STEAM Labs except for 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.

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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.

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).
11. It is expected that all persons, teams, organizations respect all facilities and organizations equipment and property.

Doddridge County Board of Education

Approved: January 16, 2020

Amended: January 15, 2020

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REQUEST FOR USE OF FACILITIES**

Effective February 3, 2020

Name of group/person making request _____ Date: _____

Name of responsible person(s) _____ Phone: _____

Mailing Address _____

Type of Activity _____

Facility Requested _____

Date(s) Requested _____

Time(s) _____

Priority Type _____ #1 _____ #2 _____ #3 (Check One)

Signature of responsible person _____

Approval of Request (Facilities Clerk) _____ Date: _____

Approval of Request (Athletic Director) _____ Date: _____

Approval of Request (Building Principal) _____ Date: _____

Denial of Request _____ Date: _____

Proof of Insurance provided for Priority #2 and #3 _____

Will custodial services be needed during your facilities use ? YES NO

Please submit the completed form to the Athletic Director or Facilities Clerk for his or her approval.

You will be notified about your request by the phone number you submitted above.

Adjustments to the schedule are a necessity for inclement weather, holidays, or anytime when school is closed early. Therefore, by checking, I am aware that all activities scheduled in any Doddridge County Board of Education facilities will be cancelled in the event of a school cancellation or dismissal,

Requestor's Signature

Date