

COMMUNITY USE OF CENTER FACILITIES

Code **KF** Issued **10/12**

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

Public school facilities are provided through taxpayer funds primarily for educational purposes. The following order applies to the use of facilities for Barnwell County Career Center.

- use of center facilities by the center
- use of center facilities by center related organizations
- requests by local agencies and other agencies/organizations for the use of center facilities for educational purposes
- requests by civic groups for the use of center facilities

The center will restrict use of facilities to recognized non-profit community organizations. No building or any portion will be rented to an individual or to a group for private or corporate gain.

Center facilities will not be used for money-raising events sponsored by non-center related groups except for events sponsored by organizations known to be organized for charitable purposes.

Organizations using center facilities are responsible for the proper conduct of **all** persons attending the event; for providing police protection, if needed; and for immediate restoration of center property in the event of any damage. All such terms, including any fees, will be set forth and signed in a letter from the director. Costs must be paid in advance.

In addition, the center will require organizations using center facilities to furnish proof of insurance covering damage to center property and injury to participants in the scheduled activity.

A contract will be signed for each facility use. The contract will set forth any terms and fees required. The contract will commence upon signing of the contract by both parties and may be cancelled by either party giving cause upon 30 days prior to written notice. **Center activities take priority over any other event.**

Use of a facility must include the fee for maintenance as determined by the director or his/her designee. The director may adjust this payment as the situation necessitates.

<u>Facility</u>	<u>Charge</u>	PLUS minimum maintenance personnel fee
Auditorium	\$100.00	\$50.00
Classroom	\$25.00/hour	\$50.00

The payment will be used to offset the energy cost for lights and environmental control, upkeep of the facility and the hourly wage of the maintenance personnel. The maintenance personnel fee, after a two-hour minimum, will be paid at an hourly rate of \$15.

Under no circumstances will tobacco products, alcoholic beverages, beer, wine or illegal drugs be used/consumed/served on center property. Smoking is prohibited on center property (even in personal vehicles parked on center property).

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Organizations using center facilities are responsible for proper conduct of **all** persons attending and for prompt restoration of center property in the event of any damage.

Setting off a false alarm of the center's security system **may** result in a minimum charge of \$50 for each occurrence.

Failure to comply with Barnwell County Career Center's building use rules **may** result in denial of future facility use.

Adopted 6/8/04; Revised 9/14/04, 10/15/12