

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.206(A)

Community Use of Facilities

COMMUNITY USE OF FACILITIES

BOARD POLICY

This Administrative Procedure shall serve as a supplement to Oak Ridge Schools Board Policy 3.206 Community Use of School Facilities.

PROCEDURES FOR SECURING PERMITS

Community Groups interested in using Oak Ridge Schools' facilities must have a responsible designated officer of the group submit a Facility Use Application to the Maintenance and Operations Department. Requests should not be made to the school or school personnel directly. A facility use application form is attached to these administrative procedures and is available on the school district's website. The site administrator shall evaluate the request and determine if the activity conflicts with other scheduled activities. All requests must be made at least two weeks in advance of the reserved date(s). **Please note that use is permitted only for nonprofit groups based within the city limits of Oak Ridge.** Facilities are only available after school hours unless approved by the Superintendent or designee. School facilities will not be available during any school holidays listed on the school calendar. In addition, all activities are cancelled or postponed when schools are closed due to weather or other emergencies.

PERMIT REQUIREMENTS

Insurance Requirements

- A representative of the organization requesting the facility must provide a Certificate of Insurance in the minimum amount of \$1,000,000 per occurrence and sign the "Hold Harmless Agreement for Facility Use" prior to the date(s) of use.
- The insurance policy must be in effect for the date(s) of event.
- Oak Ridge Schools must be listed as the Certificate Holder:

Certificate Holder Address:

Oak Ridge Schools
304 New York Avenue
Oak Ridge, TN 37830

- Policy must be endorsed with Oak Ridge Schools listed as Additional Insured and so noted on the certificate.
- A 30-day notice of cancellation is required to the school system.
- Additional insurance limits may be required as determined by school system personnel based on a review of the facility use application.

Building Security

State law requires schools to keep all entrance and exit doors locked and secure when students are present at any time. Any organization renting an Oak Ridge School facility, while students are present during or after school, will be required to have a police officer on site. It is the responsibility of the lessee to contact Sargent Matthew Johnston, School Services Unit Supervisor at 865-425-9573.

Classifications

If not directly associated with the Oak Ridge School System (i.e. extra-curricular or co-curricula groups), and if the requester is requesting Class 1 or Class 2 status, a copy of the group's tax exemption certificate (501(c) (3)) will be required.

Facility Fees

If payment is required for rental or facility usage it must be received at least 14 days in advance of the reserved date(s). Payments are to be made payable to Oak Ridge Schools and can be mailed to:

Oak Ridge Schools Maintenance and Operations
PO Box 6677
Oak Ridge, TN 37831

Dropped off at:

Oak Ridge Schools Maintenance and Operations Office
100 Woodbury Lane
Oak Ridge, TN 37830

Or by credit card: For payment by credit card contact Oak Ridge Schools Maintenance & Operations Department at 865-425-3171.

APPROVAL PROCESS FOR PERMITS

It is the intent of Oak Ridge Schools to review each application favorably and equitably based on the information submitted by the requesting organization. Any application not completed in totality will not be considered. Submission of an application does not guarantee approval. Approval is also not granted to an organization solely on their legacy of using Oak Ridge Schools' facilities.

- Please allow approximately one week to receive the result of your request. Usage requests are sent to the school's administration for approval to avoid conflicts with school-scheduled activities. You will be notified of the decision via email. If the application is approved, a contract and an invoice will be attached to the email.
- Oak Ridge Schools requires the contract to be signed by an authorized agent of your organization, and the applicant must pay the total amount invoiced at least 14 days prior to the event date.

Custodial Services

Custodial staff will only provide aid in the readying of the rooms to be used and seeing that facilities requested on the permit are available. If extra custodial services are required, it shall be stated on the permit, and the proper charge shall be made at the time the permit is issued. The custodian shall not neglect his/her custodial duties to assist outside groups with use of the building. A custodian shall be on duty for the duration of the time listed on the permit in the event of an emergency. A contact number will be provided for the custodian on duty upon issuance of the permit.

Specific responsibilities of the custodian are:

- The custodian shall receive an electronic copy of the permit and shall not allow access to unauthorized users.
- After the event the custodian shall prepare the space for school use the next day.
- Alterations approved by the school maintenance department shall be supervised by the custodian in charge, unless he/she is given other instructions by the Maintenance Director or designee.

Classification on Types of Use

Class I – School and School Related Organizations

Community groups whose exclusive purpose is to serve the children and youth of the city and to agencies of the city government for occasional meetings are in this classification. Organizations whose activities are included in Class I may incur charges on a case-by-case basis.

When non-school groups in the above classification request the use of facilities after hours of operation or anytime during a weekend they will be responsible for associated utility costs, overtime pay for school custodians, requests for special services, or use of special equipment. This will incur appropriate charges for Class I users at the rates given in the attached lists. The Superintendent's Facility Rental Committee shall decide if an applicant shall receive a waiver of any fees. All groups must notify the Office of Maintenance and Operations in advance if they wish to use special school equipment and receive written permission to authorize each respective request.

Class II – Oak Ridge City Non-Profit and Other Community Groups Offering Programs Which Enrich the Civic and Cultural Life of the City and Occasional Special Requests of the City Manager for Community Use

Non-profit and other community groups will not be charged for the use of school facilities when the activities involved are open to the public and when admission charged are solely for the purpose of supporting and extending the community services of a recognized IRS Code Section 501(c)(3) organization. All other 501(c)(3) organizations will pay the full fee structure. If requesting Class II status, a copy of the state or federal certificate of exemption must be on file at the time of the request. Class II will be responsible for utility costs for after-hours and/or weekend use, overtime pay for school custodians, requests for special services, or use of special equipment. This will incur appropriate charges for Class II users at the rates given in the attached lists. All groups must notify the Office of Maintenance and Operations in advance if they wish to use special school equipment and receive written permission to authorize each respective request.



OAK RIDGE SCHOOLS

FACILITY USE RATES

| | |
|------------------|------------------|
| Cafeteria | Per Event |
| High | \$55 |
| Middle | \$40 |
| Elementary | \$30 |

| | | | | |
|---|-----------------|--------------|---------------|------------------------|
| Gymnasium | Per Hour | 4 Hrs | 8+ Hrs | 12 Hrs/Full Day |
| High-B Gym only | \$65 | \$195 | \$390 | - |
| Wildcat Arena (includes showers, dressing rooms, restrooms, and concessions) | \$100 | \$300 | \$600 | \$900 |
| Middle | \$40 | \$120 | \$240 | - |
| Elementary | \$25 | \$75 | \$150 | - |

| | | | | |
|-------------------|-----------------|--------------|--------------|------------------------|
| Auditorium | Per Hour | 4 Hrs | 8 Hrs | 12 Hrs/Full Day |
| High | \$65 | \$195 | \$390 | \$650 |
| Middle | \$35 | \$105 | \$210 | \$350 |
| Elementary | N/A | N/A | N/A | N/A |

| | |
|---------------------|-----------------|
| Amphitheater | Per Hour |
| Tech Required | \$45 |

| | |
|-------------------------|------------------|
| Ben Martin Track | Per Event |
| | \$400 |

| | |
|-----------------------|------------------|
| Soccer Stadium | Per Event |
| | \$400 |

| | |
|--------------------|----------------|
| Parking Lot | Per Day |
| High | \$55 |
| Middle | \$45 |
| Elementary | \$35 |

| | |
|--------------------|--------------------|
| Labor | Hourly Rate |
| Custodial | \$50 |
| Auditorium | \$43.50 |
| Food Service Staff | TBD |
| High | \$45 |
| Middle | \$35 |
| Elementary | \$25 |

| | |
|-------------------------|----------------|
| Utility Per Diem | Per Day |
| | \$75 |

ADDITIONAL CHARGES

1. There will be a \$20.00 Administrative Fee charge for each permit issued.
2. There will be a \$20.00 Administrative Fee charge for each request to revise an existing permit (changing the date and/or time, addition of dates and/or times). No revisions can be made 72 hours prior to an event.
3. Unless the proper representative in the office where the permit was obtained (Office of Maintenance and Operations) is notified in writing 72 hours in advance to cancel a permit payment of full balance of permit charge will be required. Confirmation of the cancellation request must also occur for the request to be honored.
4. Only school personnel designated by the school may operate the equipment located in the facility. Special arrangements for an operator must be made with the school.
5. A food service employee must be paid during hours of usage of a food service work area and all work near or around food preparation equipment such as refrigerators, coolers, ovens, etc.



APPLICATION FOR FACILITY USE

DIRECTIONS:

1. Ensure that you are using the most current version of this form by downloading it from the the district website.
2. Complete a separate application for each facility/event requested.
3. Submit requests by email to orsmaintenance@ortn.edu.
4. Applications must be received at least three weeks prior to the requested use.
5. Applications submitted on a weekend or district holiday are not considered received until the following business day.

Please print legibly.

| |
|---|
| APPLICANT INFORMATION |
| Organization Name: |
| Organization Type: Please provide a detailed description of your organization type. |
| |
| Responsible Party Name: |
| Address: |
| City, State: Zip Code: |
| Contact # 1: Contact # 2: |
| Email Address: |

| |
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| EVENT INFORMATION |
| Event: |
| Detailed Description of Event: |
| |
| Number of Participants/Performers: Number of Spectators/Audience: |
| Will Admission be Charged? |

| |
|---|
| FACILITY INFORMATION |
| School/Facility Requested: |
| Area(s) Requested: |
| How do you plan to use rooms requested: |
| |

| SCHEDULE OF USE | | | | | | | | | | attach additional schedule page(s) as needed | | | | | | | | | | | |
|-----------------------|-----------------------|----------------------|---------------------------|-----|------------------------------------|-------------------------|-----|----------------------------|-----|--|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|
| Date(s) MM/DD/YYYY | Day of the Week | Purpose ¹ | Load-in Time ² | | Time Doors Open ³ | Event Time ⁴ | | Load-out Time ⁵ | | | | | | | | | | | | | |
| | | | Begin | End | | Begin | End | Begin | End | Begin | End | Begin | End | Begin | End | Begin | End | Begin | End | Begin | End |
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1. What will the facility be used for on this date? For example, if request is for a basketball league, is this date for practice or a game?
2. The time lessee needs to prepare the room(s) and setup prior to the event.
3. Time that the doors open the to the audience or group for entry prior to the start of event, if applicable.
4. Time that the event begins and ends.
5. Time that the client needs after the event concludes to remove any setup and clear out of the space.

| SUPPORT SERVICES |
|---|
| Indicate if you will need any of the following (check all that apply): |
| <input type="checkbox"/> Use of audio, video, lighting or technology equipment |
| <input type="checkbox"/> Field Lights |
| <input type="checkbox"/> Scoreboards |
| <input type="checkbox"/> Kitchen |
| Are there any other needs or special requests (attach additional document, if necessary)? |
| |

ACKNOWLEDGEMENT & SIGNATURE

- By signing below, I acknowledge and understand the following:
- This form is solely an application and does not constitute a contract or approval of the requested use.
 - Approval is subject to and contingent upon execution of a Facility Use Agreement; receipt of all specified fees, insurance and supporting documentation; and compliance with all District policies and rules.
 - School and District use of facilities takes precedence over other uses.
 - The opportunity to use district/school facilities is non-transferable and may not be reassigned.
 - No advertising, social media, materials, or broadcasts shall name the facility, Oak Ridge School District, or any buildings or grounds either owned or operated by the District as the location of any event prior to the approval of the request and execution of the Facility Use Agreement.

Signature of Responsible Party

Date