

Use of School Facilities

Tri County Technology Center will permit use of school facilities (buildings and grounds) by businesses and/or non-profit organizations, including educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization. (Listed below.)

Providing every student with the best education possible is the primary function and responsibility of the Board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the Board is also vitally interested in helping out-of-school activities that support and supplement the efforts of Tri County Technology Center.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of Tri County Technology Center.

Procedures for Use of School Facilities

Application

All organizations must make application to the Room Facilitator, Superintendent, or his/her designee prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, Tri County Technology Center reserves the right to cancel the permission granted or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to Tri County Technology Center may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the community;
2. Are acceptable to the Superintendent; and
3. Do not result in an increased tax burden on the citizens of Tri County Technology Center.

Priority Use

The Superintendent or his/her designee is to determine whether the proposed use of the facilities will conflict with scheduled school programs and is to monitor the facilities for signs of misuse or abuse.

Prohibited Use

The programs offered during the use of any school premises shall at no time contain any matter that promotes violence or which violates any law of the State of Oklahoma or the United States of America.

Responsibility of Applicant

The applicant and the organization will be held responsible for the proper use of the facilities, for the conduct of persons in attendance, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify Tri County Technology Center for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The Superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All Facilities will be left in as good condition as they were found, except the usual accumulation resulting from normal use. No applicant may sublet any part of the area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the Superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The Superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the Superintendent in the form of a certificate of insurance, showing Tri County Technology Center of Washington County, Oklahoma, as an additional named insured.

Time Limits

The Superintendent or his/her designee shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and the organization to pay for all custodial and such other expenses as are incurred in opening the building for their use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of Tri County Technology Center. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the Superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school facilities will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days; such meeting dates will be automatically canceled for these days only. The Superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the Superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change, as the Superintendent may deem necessary. With prior permission of the Board of Education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the Board of Education after recommendation of the Superintendent.

Facility Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted facility use without charge as long as such use does not conflict with regular school sessions.

Organizations which qualify for use of facilities without charge on weekdays will be charged weekend rates for meetings held from 5:00 P.M. Friday, and all day Saturday or Sunday.

School Employee On-Duty

A school employee is assigned for continuous duty during the time the group will be using the school facility. The employee will open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of Tri County Technology Center. No one except the qualified employee will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the employee will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the employee will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Employees are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Security

Appropriate security personnel will be provided if so directed by the Superintendent or his/her designee.

Drinking and Tobacco Use

The use of alcoholic beverages, low point beer or controlled dangerous substances is prohibited on school property. School policy prohibits use of tobacco products on school property.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the Superintendent.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom equipment which is regularly used for school instruction will not be available for use by non-school groups without Superintendent approval.

School equipment is not available for use off school premises unless it is beneficial to Tri County Technology Center in carrying forward its programs.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings.

Use of School Buses

School buses may be used by community-based organizations as approved by the superintendent, whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the community, and provided that all costs for such operations, including any damages to equipment and unusual wear and tear, are defrayed by the using group. Only legally qualified Tri County Technology Center employee drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds may be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

All rooms have a standard classroom set-up. Alternate set-up arrangements are available with 3 days notice to the special events coordinator.

Refreshments are allowed in meeting rooms with approval from the special events coordinator.

Tri County Tech has coffee and beverage service available, as well as pastries and cookies during regular school hours. Prices are available upon request from the special events coordinator.

The facilities use and license agreement is Policy F-221-A1.