

- 4.2.5 Searches – Law enforcement agencies are permitted to make periodic visits to all schools to detect the presence of illegal drugs or weapons and may use any lawful means at their disposal to detect the presence of such substances. The visits will be unannounced to anyone except the Superintendent and principal.

[Reference: ALA. CODE §16-1-24.1 (1975); Ala. Admin. Code 290-3-1-.02(1)(b)]

- 4.2.6 Drug and Alcohol-Free Environment – All students, employees, volunteers, parents, visitors, and other persons are prohibited from possessing, using, consuming, manufacturing, or distributing illegal controlled substances and alcohol while on Board property or while attending any Board sponsored or sanctioned event, program, activity, or function. Persons who are intoxicated or impaired by the use, consumption, or ingestion of any illegal controlled substance or alcohol are not permitted to be on school property, or to attend or participate in any Board sponsored or sanctioned event, program, activity, or function.

[Reference: ALA. CODE §16-1-24.1, 25-5-330 (1975)]

- 4.2.7 Adoption of Statutory Penalties and Consequences – Persons who violate the Board's prohibition of firearms, weapons, illegal drugs, or alcohol will be subject to all notification, referral, suspension, placement, re-admission, and other provisions set forth in ALA. CODE §16-1-24.1 and 24.3 (1975).

### **4.3 *Accreditation***

The Board will implement and adhere to such accreditation policies, principles, standards, and procedures as may be established or required by Cognia as a condition to receiving or maintaining accreditation.

### **4.4 *Use of Board Equipment, Supplies, Materials, Vehicles***

Equipment, supplies, materials, vehicles, and other movable or consumable property owned by or under lease to the Board may not be used by or made available to persons or entities for private or personal use, benefit, or consumption, or for any non-Board related use or purpose. Such property may not be removed from Board premises except as necessary to serve a school or Board-related function or purpose, and with the knowledge and approval of the appropriate supervisor, administrator, or the Superintendent.

### **4.5 *Use of Board Facilities***

It is the policy of the Clarke County School System to permit responsible individuals or organizations the use of its buildings to the extent that there is no interference with its educational programs.

This policy is designed to assist individuals or groups interested in using facilities belonging to the Clarke County School System.

a. General Policies

1. The Clarke County School System specifically prohibits the use of school facilities for the following purposes:
  - i. Promulgating or advocating any theory or doctrine contrary to the laws of the United States, the State of Alabama, or Clarke County.
  - ii. Partisan political meetings.
  - iii. Any activity that violates the standards of good morals, manners, or customs subscribed to by the citizens of this County.
  - iv. Conducting gambling, raffles, lotteries, or games of chance.
  - v. Public dances other than those sponsored by the schools.
2. *Regulations Governing the Use of School Facilities.* There are certain functions in which principals have the authority to determine the use of school system owned buildings without the issuance of facility contracts. These functions include, but are not limited to, PTA meetings, school fundraising activities, such as carnivals, dinners, and similar activities, plus school activities for students. All other facility uses require approval. The following procedures shall apply:
  - i. All requests for facility use are to be made at least five (5) days prior to the requested date.
  - ii. Rates are the lowest possible that can be charged and still defray expenses involved.
  - iii. Agreement for the use of school property may be made only with a financially and legally responsible nonprofit, civic, church, or similar group, or recitals given by neighborhood teachers in music, drama, and dance, etc. Such individual or corporation must take responsibility for any damage sustained by the property during specified use thereof, except ordinary wear.
  - iv. The using organization shall not allow smoking and shall not serve food and/or drink except in those areas that may be designed by the school administrator having responsibility for a facility.
  - v. The using organization shall have participants enter and leave a facility by the most direct route.
  - vi. All functions shall terminate by 12:00 midnight and see that the building is vacated and closed promptly at the time indicated on the contract.

- vii. No rehearsal or other use of the premises for preparation, sale of tickets, or similar reasons, previous to the period covered by the rental fee will be permitted unless requested in the contract and paid for by the renter.
- viii. No changes in school property or additions to property are to be made without the approval of the school principal and the Superintendent.
- ix. No school personnel are to be asked to organize or to participate in any selling campaign connected with the affair for which premises are rented.
- x. Parking regulations established by the school concerned must be followed.
- xi. It shall not be the responsibility of the school to furnish special stage settings, furniture, special lighting, or to require stage hands to arrange scenery or to carry equipment.
- xii. Any person obtaining permission for the use of school premises shall not assign or sublet the same.
- xiii. Any short-term use shall not exceed three (3) consecutive days or portions of three (3) consecutive days.
- xiv. The size of the audience must be restricted to the actual seating capacity of the facilities being used.
- xv. Under no circumstances will use be permitted which might be expected to damage a stage or gymnasium floor.
- xvi. Dates for the use of school facilities made previous to approval of the school calendar can be on a tentative basis only and are made with the understanding that if events or dates in the school calendar interfere with these tentative dates the school affairs must be given priority over any other use of facilities.
- xvii. Fees charged for use of property do not cover the use of school equipment, such as projectors, spotlights, etc., and any such use, if desired, must be arranged with the school concerned.
- xviii. At the discretion of the principal, the holder of a facility contract may be asked to provide sufficient police attendance at each performance to uphold law and order.
- xix. Under no conditions shall authorization be granted which would in any way be considered discriminatory in nature. This includes any inadvertent partisanship relative to political campaigns.

- xx. Any such person, group, organization, or other entity using the facilities of the Board shall be given a copy of this policy and acknowledge in writing agreement to all of the terms and conditions contained herein
- xxi. A contract must be completed for use of any Clarke County facility. Attachment A is a suggested contract. The facility contacts as listed below will provide the contract for the facility requested.

#### Facility Contacts

School	Facility	Contact
Grove Hill Elementary School	Gym, Cafeteria	Principal or Designee
Wilson Hall Middle School	Gym, Cafeteria	Principal or Designee
Clarke County High School	Gym, Cafeteria, Auditorium	Principal or Designee
Gillmore Elementary School	Gym, Cafeteria	Principal or Designee
Jackson Intermediate School	Gym, Cafeteria	Principal or Designee
Jackson Middle School	Gym, Cafeteria	Principal or Designee
Jackson High School	Gym, Cafeteria, Auditorium	Principal or Designee

#### Making Application

Interested parties shall make application with the school principal responsible for the facility they desire to use. Signed contracts must be received by the principal no later than five (5) calendar days prior to the use date(s) requested or such request may be denied.

### Special Requirements for Cafeteria Use

If the applicant wants to use the cafeteria, the Child Nutrition Director must be notified and approval given on application in addition to the principal or his/her designee.

Kitchens, including serving lines in the dining hall, and equipment are not available for use by anyone. No meals of any kind shall be cooked in the cafeteria. Meals may only be served as long as it is for students of said school. (Example: pre-game meals, senior meals, etc.)

Should a user intend to serve food or drinks (refreshments) in a dining room, cafeteria personnel shall be on duty at user's expense during serving time and afterward for cleanup.

Health Department regulations require that all garbage shall be removed from the school premises by the user immediately after clean up.

No keys shall be given out for any reason.

No ornaments, signs, decorations, etc. shall be hung from the ceilings or placed on walls unless approved in advance by the principal or his/her designee.

### Clarke County Schools Facility Use Fee Schedule

In addition to rental rates of school facilities, a deposit for custodial services and cafeteria personnel will also be added, if needed. Additional fees may be charged for use of special equipment, such as piano, high tech equipment, and/or special lighting systems, as deemed appropriate by the principal or his/her designee.

Organizations using the building must provide supervision and be responsible for proper care and use of the property.

Jackson High School Auditorium	\$500.00
Clarke County High School Auditorium	\$250.00
All Gymnasiums and Cafeterias	\$300.00

**Grove Hill, AL 36451**

## Facility Use Rental / Use Contract

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This agreement is entered into between the Clark County Schools and \_\_\_\_\_

\_\_\_\_\_, whose representative and responsible individual is \_\_\_\_\_

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This contact may be reached at:      Phone : \_\_\_\_\_

Address: \_\_\_\_\_

## Facility and Specific Location

Date(s) of Rental

### Times of Rental

### Rental Cost

Clarke County Schools will furnish

### Additional Charges for above

User agrees to the following:

1. Clean up of site, including sweeping, vacuuming, emptying trash, etc. (clean up charge may apply).
2. Furniture will be placed as designed upon rental (set up fee may apply).
3. Damages to facility or furnishings will result in a damage fee.

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between:

Clarke County Schools Representative

User Group Representative