

K-3 USE OR RENTAL OF SCHOOL FACILITIES

Request for use or rental of any school facilities or property shall be referred to the Superintendent for approval. Determination for use or rental will be determined according to the following guidelines:

1. Use or rental dates will be first scheduled and cleared through the Superintendent's secretary with the respective principal and will not interfere with the regularly scheduled instructional activities of the respective school. Rarely will schools be used or rented during the school's normal operating day.
2. Only non-profit Lee County community organizations plus schools of music, art, or dance which serve Opelika students will be eligible to use or rent school facilities.
3. School facilities will not be used or rented for public dances, individual political candidate meetings or for religious meetings and assemblies.
4. Alcoholic beverages will not be consumed, displayed or served in any school building or on school property. Food and non-alcoholic drinks may not be served without permission being granted in writing at the time of rental or use agreement.
5. The rental fee for the high school, middle school and elementary gymnasiums, and lunchrooms will be \$400.00 per day. This fee includes use for up to four (4) hours. If use of the facility extends beyond four (4) hours, additional charges will be billed at \$50.00 per hour.

In the case of lunchroom and cafeteria rentals, the school system reserves the right to require the renting agency to employ an Opelika City Schools cafeteria manager and other appropriate personnel during the time the facility is being used in addition to the standard rental fee. Charges for those individuals will be calculated at 1 ½ times their normal salary.

1. The rental fee for the Opelika Middle School Auditorium will be \$500.00 per day for rehearsal days and \$700.00 per day for performance days. Rental costs beyond a four-hour period will be billed at \$100.00 per hour for rehearsal and/or performance. In addition to the standard rental fee, any for-profit organizations such as music and dance studios that charge admission will assign 25% of all receipts to the Opelika City Schools. These rental fees will include janitorial services, lighting technicians, administrative supervision and security services.

Food and beverages will not be served or allowed in the Opelika Middle School Auditorium. Rental of this facility will require a contract signed by the Superintendent and the respective organization requesting use or rental.

1. The rental fee for the Opelika Center for the Performing Arts will be \$700.00 per day for rehearsal days and \$1,000.00 per day for performance days. Rental costs beyond a four-hour period will be billed at \$100.00 per hour for rehearsal days and \$200.00 per hour for performance days. In addition to the standard rental fee, any for-profit organizations such as music and dance studios that charge admission will assign 25% of all receipts to the Opelika City Schools.

These rental fees will include janitorial services, lighting technicians, administrative supervision and security services.

Food and beverages will not be served or allowed in the Center for Performing Arts. Rental of this facility will require a contract signed by the Superintendent and the respective organization requesting use or rental.

1. All organizations using or renting school facilities will be required to provide a certificate of liability insurance in the amount of \$1,000,000.00 covering the entire rental period and naming the Opelika City School Board of Education as an insured party. All groups will also be required to sign a statement holding the Board of Education and its employees harmless during the time facilities are being used or rented.
2. Damages to any facilities occurring while being used or rented will be repaired and all costs will be invoiced to the respective agency or group.

3. In case of a natural disaster or national emergency such organizations as Civil Defense and the American Red Cross will have use of any school facility that may be needed for the safety and benefit of the public.

4. Use of school buses or other vehicles owned by the Opelika City Schools will be limited to governmental agencies which serve children and adults in the local community. Actual costs associated with the operation of the bus including fuel and driver salary will be billed to the agency using the vehicle. Use of any school system vehicle will require a statement of hold-harmless for the Opelika Board of Education and its employees and the same liability coverage required for rental of school system facilities.

ADOPTED: June 25, 2002

Revised: September 13, 2006

Revised: September 15, 2009

LEGAL REF: Code of Alabama 16-1-30