



### **Selected Document**

**Section:** E Business Management

**Policy Code:** EBH School Facility Rental

**Policy:**

#### **Use of School Facilities**

The Jackson County Board of Education encourages the use of school facilities for community purposes under provisions that permit board authority to determine, regulate and maintain such programs.

School facilities may be used for school-sponsored educational, social, or extra-curricular functions. It shall be the responsibility of the Superintendent to establish, maintain, and modify rules governing the use of the facilities, to provide for the protection of property, and to provide for the safety, welfare and health of persons using school properties. Copies of the rules shall be furnished to all groups authorized to use the school facilities. These rules are incorporated as part of the School Board Policies.

The use of the school facilities by organizations other than those sponsored by the Board of Education shall be limited to non-profit making functions, except when specific approval is given by the Board of Education.

Permission to use school facilities does not include concession rights of any type, unless specified in writing.

Use of food service areas by organizations not connected with the school system is discouraged, but not prohibited. The use of food service areas shall require the presence of the cafeteria manager, or designee, and a minimum of one kitchen worker.

Fees and conditions for facilities usage shall be set by the Superintendent. Fees set shall include funds necessary to pay for the principal, or designee, other staff members, food, and supplies necessary for the activity being conducted.

The Jackson County School District, its employees, or the Board of Education, singly or collectively, hereby is held harmless and disclaims any and all liability of any kind in relation to this agreement.

The Jackson County School District, its employees, or the Board of Education, singly or collectively, hereby makes absolutely no warrant as to the condition or fitness of the facilities relative to this agreement.

### **RULES AND REGULATIONS PERTAINING TO THE USE OF ANY SCHOOL FACILITIES**

1. Request(s) for use of the school facilities by persons not officially connected with the school must be filed with the Superintendent two (2) weeks prior to the date for which it is requested.
2. Permit(s) for the use of the facilities will not be granted if the purpose or result of such use is personal gain to any individual or individuals, is of a political nature, or is sectarian in character.
3. All permits are revocable and shall not be considered as a lease. The Board of Education, or its authorized agents, may reject an application or cancel any permit. The charges will not be considered as rental charges, but will be limited to operating expenses with a reasonable allowance for wear and tear of the facilities.
4. In all cases the regular school activities or organizations of the school have preference when requesting the use of school facilities.
5. The applicant assumes responsibility for the preservation of order at the school facility and assumes strict observance of all regulations of the Board of Education with reference to the facilities.
6. The person or group requesting the permit shall provide sufficient bond for uniformed police protection. The person or group shall

furnish proof that uniformed police protection is provided.

7. Smoking and possession or consumption of alcoholic beverages or non-prescriptive drugs on or at any part of the school facilities shall be prohibited. Exception shall be only for a recognized demonstrational program.
8. Pianos, motion picture projectors, scenery, or other apparatus shall not be moved onto the school facilities unless specific permission is granted.
9. The person or group requesting the permit shall provide sufficient bond for any damage sustained to the facility, except normal wear and tear.
10. Persons/Organizations who use their own equipment or property shall remove said equipment immediately following the activity and no later than noon the following day. The school will not be responsible for any equipment left at the building or grounds.
11. The Board of Education or its representative(s) shall at all times have free access to all parts of the school facilities. The Board reserves the right to revoke any permit should such action be necessary or desirable in the best interest of the school system and/or the public.
12. The Jackson County School District, its employees, or the Board of Education, singly or collectively, hereby is held harmless and disclaims any and all liability of any kind relative to this agreement.
13. The Jackson County School District, its employees, or the Board of Education, singly or collectively, makes absolutely no warrant as to the condition or fitness of the facilities relative to this agreement.
14. A duplicate of the application filed with the Superintendent, when approved, will be returned to the applicant as a permit.
15. All functions involving meal preparation and service shall require arrangements through the Food Service Office. For accounting purposes, requisitions for all food, supplies, and labor are to be put on separate requisition forms, designating the function for which these items are to be used. Food and supplies other than those requisitioned through the Central Office will not be permitted on school premises. Direct labor payments from any organization shall not be accepted as proper payroll procedures. Payroll procedures set by the Board of Education must be followed. The Central Office shall make the final determination of charges.
16. The Superintendent and Assistant Superintendent for the Attendance Center may at their joint discretion, waive all rules in this section, except #3, #7, #11, #12, #13, and #15.

**JACKSON COUNTY SCHOOL DISTRICT  
APPLICATION FOR PERMIT TO  
USE SCHOOL FACILITIES**

1. Date of Application: 06/17/24
2. Date Usage Requested: 07/17/24
3. Name of Applicant: Lauren Phillips (The Magnolia Way Salon)
4. Address of Applicant: 15316 Old River Road Loop VanCleave, MS.
5. Facility Requested (School, Bldg.): Davis Cafeteria
6. Time Building to be opened: 8:00am Estimated time to be closed: 5:00pm
7. Give Purpose and Details of Activity: Giving FREE Back to School haircuts
8. Person in charge at program: Lauren Phillips
9. Will security be provided? no
10. Facility Usage Fee is \$150.00/day, (money/check paid with application). Facility cleaning and repair fee is \$100.00/day, (money/check paid with application). Total \$250.00 per day.
11. Person responsible for cleaning/repair charges when applicable. Lauren Phillips  
Name: Lauren Phillips  
Phone: 228-382-4515  
Address: 15316 Old River Road Loop VanCleave, MS. 39565
12. Applicant agrees to pick up keys from: Ashley Alfred  
On: by: (AM) (PM) and return keys to  
On: by: (AM) (PM)

The undersigned applicant hereby certifies that he/she, acting for and on behalf of himself/herself (or the organization), has read and understands the rules and regulations pertaining to the use of the school facilities and agrees to conform to the same.

The Magnolia Way  
Organization

Lauren Phillips  
Signature

6/17/24  
Date

Owner  
Title

Application Approved ( ) Fees: \$ n/a

Application Approved ( )

Application Denied ( ) Bond: \$ n/a

Application Denied ( )

Anthony M. Allen  
Principal

6/17/24  
Date

[Signature]  
Assistant Superintendent, Attendance Center

6/17/24  
Date

\_\_\_\_\_  
Superintendent, Jackson County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPROVED (Jackson County School Board of Education)

**Exhibits:**

**Regulations:**

**References:**

**Original Adopted Date:** 5/22/2000

**Status:** Archived

**Approved/Revised Date:** 3/14/2011

**Record Id:** 271896

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