

District: Tupelo Public School District
Section: E - Business Management
Policy Code: EBHA - Use of School Property

BOARD POLICY

The primary use of school facilities is to provide education, recreation, educational, cultural and career-enhancing experiences for students of the District. All other uses will be subordinate to this priority. In situations where community use of school facilities will not interfere with educational programs, the Board endorses community use of school facilities as set forth in this policy. The Board also endorses the free expression and examination of speech, ideas and opinions and for that purpose designates a limited public forum for certain buildings and facilities based upon the use.

During the school year and during school hours, educational, curriculum-based, athletic and school-chartered student club extracurricular activities shall have priority. School-related organizations, as set forth below, may use the facilities during the school day strictly on a not-to-interfere basis.

Designated District facilities shall be available only to groups, organizations or individuals who reside within the District boundaries, with the exception of events sanctioned by the Mississippi High School Activities Association. All groups, organizations or individuals using District facilities shall be subject to the principal or building administrator's rules and regulations for safety, security and cleanliness. All non-school groups, organizations or individuals using facilities as provided will execute a use or rental agreement. For large events or other uses which give rise to a legitimate concern for the safety and security of school property, facilities or personnel, the superintendent may require the provision of security guards or event insurance, or both, at the expense of the user. Any personal injury or damage to district facilities or property as a result of uses by a non-school organization shall be the responsibility of that organization, and restoration or restitution shall be made at replacement cost.

When school is not in session, on weekends and before and after school hours during the school year, the following categories of users have been established by the Board for the purpose of determining priority for potential usage and the setting of fees for usage of particular facilities:

CLASS A: Education/Student Organizations

- Student organizations, approved or chartered by the District, which are connected to the curriculum of the particular school site or another school within the District.
- Student organizations approved or chartered by the District which are not curriculum based, but which meet during the activity period set by the school.

CLASS B: School-support organizations which are related to the school or the District and have been approved or chartered by the District due to their support of school activities. This group would include booster clubs, parent-teacher organizations, the Association for Excellence in Education, and other organizations which support student programs and activities.

Class C: School-related organizations inclusive of alumni groups, District employee

organizations, adult education programs sponsored by the school or by another governmental entity

Class D: Community groups inclusive of the following:

- Performing arts associations and organizations for meetings, rehearsals and for performances and recitals which include students or are presented for the benefit of students; athletic organizations, teams and competitions
- Not-for-profit civic, cultural, service and educational clubs such as Boys and Girls Club, Symphony League, Kiwanis Club and Optimist Club
- Church, spiritual and religious organizations
- Governmental agencies and political subdivisions

CLASS E: General public inclusive of the following:

- Political parties recognized by an elections commission of the City of Tupelo or Lee County
- Professional, occupations and avocational organizations
- All other political organizations, not included above

CLASS F: Commercial/fundraising inclusive of industry/business meetings and organizations, merchants, vendors, entertainers, promoters, auctions and sales

Under bona fide emergency or disaster conditions, the superintendent may make school facilities available, regardless of the schedule set forth above, for a period not exceeding two weeks with rental payments at the superintendent's discretion based upon community need. If an emergency condition occurs or exists in the community causing the need for school facilities in excess of two weeks, the Board may allow use of school facilities on such terms as it deems appropriate to meet community needs not to exceed three months. Rental fees and insurance requirements will be established by the Board and shall be paid in advance and deposited to the District.

Last Review Date: 2/14/2017

Review History:

The following is a listing of fees for community use of school facilities: **(all fees have been increased by \$300.00)**

	<u>School</u>	<u>Auditorium</u>	
		<u>Rental</u>	<u>Rehearsal</u>
Class A, B & C	No Charge	No Charge	
Class D	THS (Fine Arts)	\$900	\$700
	THS (Perf. Arts)	\$1700	\$1100
	THS Stadium	\$2500	
	THS Gym	\$1000	
	TMS Civic	\$1100	\$800
	TMS Gyms	\$750	
	Elementary Gym	\$800	\$650

	Elementary Auditoriums	\$700	\$600
	Milam Auditorium	\$1000	\$750
	Milam Gym	\$800	\$650
	Others	\$650	\$600
Class E & F	THS (Fine Arts)	\$1200	\$850
	THS (Perf. Arts)	\$2500	\$1500
	THS Stadium	\$4500	
	THS Gym	\$1500	
	TMS Civic	\$1500	\$1000
	TMS Gyms	\$1000	\$450
	Elementary Gym	\$1200	\$850
	Elementary Auditoriums	\$900	\$700
	Milam Auditorium	\$1600	\$1150
	Milam Gym		
	Others	\$700	\$650

All Fees listed represent a per day charge for rentals (up to 12 hours) and a half-day charge (up to 6 hours) for rehearsals. Facilities will not be rented by the hour. Organizations renting District facilities must be finished and out of the facility by 11:00 p.m.

In addition to rental fees, it will be necessary that organizations renting school facilities provide-insurance as required by the District.

A deposit of **\$300.00** will be required for all groups utilizing school food service facilities. This deposit will be refunded provided all food service equipment and areas are cleaned to an acceptable level as determined by the school food service director.

If extra security is required at any District facility rented, an additional **\$300.00** will be charged to offset the cost of added security personnel.

Effective Date: **07/01/2017**

ADMINISTRATIVE PROCEDURES

Operation of the THS Performing Arts Center

The following administrative regulations are provided for use by students, staff, and community members in supporting utilization of the Tupelo High School Performing Arts Center. While the primary use of the THS Performing Arts Center is to provide education, recreation, cultural, and career enhancing experiences for students, the Board endorses community use of school facilities to the extent that such use does not interfere with the educational programs of the District. These regulations are intended to serve as a guide for the scheduling, maintenance, operation, supervision, and management of the THS Performing Arts Center.

Scheduling and Maintenance of the Performing Arts Center (PAC) Calendar

The THS principal will be responsible for scheduling and maintaining the calendar of activities at the PAC. Rental documents will be mailed from the TPSD Administrative Office (Facilities

Rental Secretary) to potential renters, who shall return completed documents and fees directly to the TPSD Administrative Office.

Scheduling priority will be given to Tupelo Public School District functions. When the building is not being used by the Tupelo Public Schools, it will be available for rental in accordance with this policy, procedure and exhibits.

Theatre, drama, and choral music productions of the Tupelo Public Schools will be allowed to construct sets and props on the stage for a period not to exceed three weeks prior to a scheduled performance. During this period, the PAC will not be available for rental. Any request for an exception to this policy must be made to the THS principal, and expressed consent must be obtained.

Operation of the PAC

When the PAC is rented by a non-TPSD renter, the TPSD Administrative Assistant will be responsible for the operation and management of the PAC pursuant to the following operational guidelines:

Light and Sound Equipment

Only trained individuals approved by the TPSD may operate the lighting and/or sound systems. This may include THS fine arts teachers, theatre students, and/or other individuals who have been trained and approved by the TPSD to operate the equipment. When a THS teacher or approved individual is required to operate the lighting and/or sound systems for an outside (non-TPSD) renter, the renter agrees to pay an additional charge.

Once the lights are set and focused by the company who was contracted for the installation, no other persons will be allowed to refocus the instruments. Any special lighting requests must be made in writing and submitted to the TPSD Administrative Assistant at least two weeks in advance of the rental performance.

Curtains

Movement of the curtains other than the opening and closing of the traveler curtains will not be allowed. Curtains, including traveler and leg curtains, may not be tied back for any reason. These curtains must remain in their normal hanging position.

Backdrops, if used, must be appropriately hung and weighted. The designated TPSD Administrative Assistant will be responsible for determining if the backdrops are hung and weighted in an acceptable manner.

Sets and Set Pieces

Set pieces belonging to THS may not be used without prior written approval. Items such as chairs, tables, risers, etc. must be requested at least two weeks in advance.

Dressing Rooms and Make-up Rooms

In addition to the rental fee, a cleaning/damage deposit shall be paid by all groups renting the PAC. This amount will be refunded when the TPSD Administrative Assistant determines that the dressing rooms and make-up rooms have been left clean and without damage. In addition, the TPSD Administrative Assistant must also certify that the other areas of the auditorium have been left without damage. It should also be noted that no make-up will be provided by the TPSD for non-TPSD groups.

General Rules of Operation

Food and/or drink is prohibited inside the PAC auditorium/seating area. All food and drink shall be restricted to the lobby or art gallery area. Only persons directly associated with the performance will be allowed on the stage after a performance is concluded. “Non-performers” will not be permitted to go onto the stage following performances. Actors, dancers, singers, and musicians may “meet and greet” spectators and friends in the lobby or art gallery area.

Supervision, Management, and Operation of the PAC

Responsibility for the supervision, management, and operation of school activities at the PAC will be the responsibility of the THS fine arts teacher whose class or program is using the auditorium. When the PAC is being used by an outside renter or for school purposes other than fine arts programs, the PAC manager/Maintenance Worker will supervise, manage, and operate the PAC for such use or rental. Such designee shall (1) be present in the PAC with the rental group at all times and (2) have the authority to enforce the adopted policies and procedures for the operation and management of the PAC.

Adopted Date: 5/9/1995

Approved/Revised Date: