



## Administrative Guidelines

**Department:** Operations

**Policy:** KG

**Topic:** Community Use of Facilities

**Revised:** July 2019

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### PROCEDURE

This Administrative Guideline provides guidance for the use of school facilities by school groups as well as public organizations.

School groups are encouraged to refer to AG-JH School Clubs and Student Organizations for additional details.

As the Board of education desires to lease specified facilities to non-school groups and organizations, this procedure and additional forms and guidance is posted on the Marietta City Schools website at:  
<https://www.marietta-city.org/Page/3101>

### ELIGIBLE ORGANIZATIONS

#### Priority of use by Category

School facilities may only be used by non-profit organizations based in Cobb County or by for-profit organizations when the activity is instructional in nature and when either the profit or the activity benefits the students or community-at-large (as determined by the superintendent or designee). Approvals for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II user/event. Category II users/events will have priority over Category III users/events. Category III users/events will have priority over Category IV users/events.

#### Category I

##### A. Marietta City Schools Activities for grades PreK – 12

*These are nonprofit organizations or other public agencies whose sole purpose is to provide programs and/or services that are designed and operated to advance the academic success of the children in Marietta City Schools. These activities include art, physical education and academic activities, Marietta City Schools' extra-curricular and co-curricular programs as well as recognized school parent/teacher activity organizations.*

- Individual schools may request use of another school's facilities for school-sponsored activities. When using another school for a school-

sponsored activity any additional fees incurred by the hosting school shall be paid by the user.

- Beyond school programs, district sponsored activities, school-related support groups and employee organizations will have priority use of school facilities over the use by outside organizations. School-related support groups are defined as organizations devoted exclusively to the support of the school and school-sponsored activities, such as PTAs, school, and district foundations. Employee organizations are defined as recognized professional or employee organizations whose membership is limited to Marietta City Schools personnel. School-related support groups and employee organizations are not required to pay 'facility use rental fees' for meetings and activities that directly benefit Marietta City Schools and that have the principal's advance approval.
- School booster club events and fundraisers that are approved by the principal with 100% of the funds recorded in the local school account in support of Marietta City Schools students and no person receiving any financial compensation will not be charged rental fees. However, if after the event the principal finds that the group did not abide by the agreement, the group could be charged rental and other fees after the fact and/or may not be approved to use the facility again in the future.
- School partners that are approved by the principal with 100% of the funds recorded in the local school account in support of Marietta City Schools' students and no person receiving any financial compensation may not be charged rental fees. However, if after the event the principal/designee finds that the group did not abide by the agreement, the group could be charged rental and other fees after the fact and/or may not be approved to use the facility again in the future.
- All proceeds, if any, shall be used to support school programs.
- The principal is responsible for approving and scheduling school-sponsored activities.
- Category I groups may use school facilities without a rental charge. Other fees (i.e., utility fees, custodial fees, etc.) may apply as determined by the affected school principal.

## Category II

### A. City of Marietta / Governmental Entity

These events are directly sponsored activities by the City of Marietta or other governmental entity who use the school facilities for civic purposes, such as voting, community meetings, and shelter in an emergency.

- Category II groups may use school facilities without a rental charge or in accordance with costs outlined in an intergovernmental agreement. Other fees (i.e., utility fees, custodial fees, etc.) may apply or refer to the approved intergovernmental agreement.

## Category III (Rates are 50% of the costs)

### A. Not-for-Profit Service Agencies/Community Partners.

These are nonprofit organizations with 501(c)(3) tax exemption status or other public agencies whose primary purpose is to provide programs and/or services that serve the local neighborhood or community, but are not explicitly designed and operated to advance the academic success of the

children in Marietta City Schools. Included in this category are organizations, for profit or nonprofit, that are using the facility to raise revenue.

- A rental fee will be charged at 50% and other fees (i.e., utility fees, custodial fees, etc.) may apply. For rate and fee information, refer to the approved Fee Schedule or approved agreement.
- If the use of facilities is for more than 12-times in a 12-month period or the equivalent thereof, extended use rental fees will be 100% of the rates on the fee schedule and other fees (i.e., utility fees, custodial fees, etc.) may apply as determined by the Operations Department.

#### Category IV (Rates are 100% of the costs)

##### A. Private Operated Group/Commercial Program

The applicant will use the facility for commercial/for-profit purposes. These are organizations, for profit or nonprofit, that are using the facility to raise revenue or for business purposes. These groups are primarily made up of citizens of Marietta/Cobb County or businesses based in Marietta/Cobb County, who request the use of facilities when space is available.

- A rental fee will be charged at 100% of the stated rates and other fees (i.e., utility fees, custodial fees, etc.) may apply. For rate and fee information, refer to the approved Fee Schedule or approved agreement.

## FACILITY USE FEE SCHEDULE EXPLANATION OF CHARGES

1. To comply with Georgia law, outside organizations must pay certain operating recovery fees resulting from their use of school facilities, including utilities, security, supervision, clean-up, maintenance, depreciation, overtime and any other costs to the district. Fees may be changed from time to time to reflect current costs.
2. NO COST USE
  - A. Subject to the other requirements in this guideline and other policies and administrative bulletins where applicable, a non-profit group or organization (recognized as tax-exempt under Internal Revenue Code Section 501(c)(3)) serving the students in the school may have limited use of school facilities at no cost if the use complies with each of the following:
    - 1) Occurs at:
      - a. All elementary schools from twenty (20) minutes after dismissal until 5:30 PM Monday-Thursday
      - b. Marietta Center for Advanced Academics and Marietta Sixth Grade Academy: from 20 minutes after dismissal until 5:45 PM Monday-Thursday
      - c. Marietta Middle School and Marietta High School from twenty (20) minutes after dismissal until 4:30 PM Monday-Thursday
      - d. If a community group's use of the facility continues past the above No Cost Use periods, the group will be expected to pay the normal Facility Use fees for the additional time.
    - 2) Does not occur in the school's:
      - a. Gymnasium
      - b. Auditorium
      - c. Theater
      - d. Stage
      - e. Media center
    - 3) Does not require additional school supervision. Additional school supervision will be required if the activity involves:
      - a. More than thirty (30) individuals unless the group provides a minimum of one adult supervisor for every thirty (30) participants or fraction thereof; or
      - b. Rearranging school furniture; or
      - c. Assistance of the school custodial staff; or
      - d. Use of the school's audio or visual equipment or any of the school's electronic devices.
    - 4) Does not occur:
      - a. On the day before any school holiday; or
      - b. On any early release day, including school conference week; or
      - c. On the last day of school; or
      - d. Any day school is not in session.
3. Utility Fees
  - A. Utility costs include, HVAC, Electricity, water, sewer, internet (wi-fi), and other utility costs incurred with the operation of the facility.
  - B. A minimum, flat 2-hour rate will be assessed for utility startup. Additional hourly rates will apply based upon the utilization of the facility.
  - C. Utility fees are inclusive of the defined area of use.
4. Rental Fees
  - A. Each facility is rented on a minimum, flat two-hour rate.

- B. Each facility has an additional hourly rental rate based upon utilization of the facility.
  - C. Rental fee includes the facility, parking, adjacent restroom, and any connecting hallways/corridors.
5. Custodial Fee
- A. Custodial services must be provided by the Marietta City Schools custodial service and will be determined based on the defined time and area of use.
  - B. A minimum, flat 3-hour rate will be assessed for custodial service. Additional hourly rates will apply based upon the utilization of the facility.
  - C. Custodial fees include cleaning and restroom supplies (soap, paper towels, toilet paper, floor wax, dust mops, trash bags, chemicals, etc.) and Garbage removal.
  - D. Custodians will not be used in a Security or Supervision capacity.
  - E. Custodial staff salary - Lessees should not pay any agreed upon fees directly to any contracted individual for services rendered.
6. Security Fee
- A. Security services are provided by the City of Marietta Police Department through Marietta City Schools and will be determined based on the defined time, nature, and area of facility use. This fee is for City of Marietta Police Department salary and equipment costs for securing the facility.
  - B. A minimum, flat 2-hour rate will be assessed for security service. Additional hourly rates will apply based upon the utilization of the facility.
  - C. The Marietta Police Officer's primary role is protection of the school facility and equipment. The assigned Police Officer has the discretion to call for additional police support if a situation occurs at an event that warrants additional security presence (i.e., unexpected large crowds, emergency situations). The cost of the additional security presence will be the responsibility of the lessee.
  - D. Security staff salary - Lessees should not pay any agreed upon fees directly to any contracted security individual for services rendered.
7. Supervisory Fee
- A. Salary costs for school administrator (designee) supervision (not custodian) as determined by the Operations Department.
  - B. A minimum, flat 2-hour rate will be assessed for supervisory service. Additional hourly rates will apply based upon the utilization of the facility.
  - C. School equipment shall be operated by a trained employee of Marietta City Schools as authorized by the Superintendent (designee) or principal. Lessee will be charged a fee for the designated employee's services.
  - D. Supervisory staff services - Lessees should not pay any agreed upon fees directly to any contracted supervisory individual for services rendered.
8. Audio/Visual Technician Fee
- A. Salary costs for school audio/visual technician services
  - B. A minimum, flat 2-hour rate will be assessed for audio/visual technician service. Additional hourly rates will apply based upon the utilization of the facility.
  - C. School audio/visual equipment shall be operated by a trained employee of Marietta City Schools as authorized by the Superintendent (designee) or principal. Lessee will be charged a fee for the designated employee's services.
  - D. Audio/Visual Technician staff salary - Lessees should not pay any agreed upon fees directly to any contracted school audio/visual technician for services rendered.
9. School Nutrition/Kitchen Staff
- A. Salary costs for school nutrition/kitchen staff services.

- B. A minimum, flat 2-hour rate will be assessed for school nutrition service. Additional hourly rates will apply based upon the utilization of the facility.
  - C. School kitchen/school nutrition equipment shall be operated by a trained employee of Marietta City Schools as authorized by the Superintendent (designee) or principal. Lessee will be charged a fee for the designated employee's services.
  - D. School Nutrition staff salary - Lessees should not pay any agreed upon fees directly to any contracted school nutrition/kitchen staff individual for services rendered.
10. Collection and Transmittal of Fees
- A. Rental Payment (e-payment, check or money order) is due at time of Application Submission or 5 business days in advance of usage and a cancellation fee to be stated on the application may be charged if the requested use of the facility is cancelled with less than forty-eight hours' notice. Additional charges (above estimated amount) and any charges for damages to the facility will be billed after use and will be payable within thirty (30) days of invoice.
  - B. The Central Office will account for all fees in this regard and will ensure that all related expenses (rent, utility, supervisory, security, custodial, gym/field maintenance, etc.) are paid and reflected in appropriate district budget accounts.
  - C. Any use of a facility beyond the time specified in their use agreement is subject to additional fees charged in quarter hour increments.
  - D. The Facility Use Agreement may be cancelled for non-payment or non-compliance if the rental fee, insurance certificate and rental agreement are not received at least 5 business days prior to the use date.
  - E. On days when school is canceled due to inclement weather or other emergencies as declared by the Superintendent (or designee), ALL events in school facilities will be canceled. In the event of cancellation due to inclement weather or other emergency, Marietta City Schools will refund payment but will not guarantee a new use date.

## FACILITIES AVAILABLE

The Board of Education recognizes that school facilities represent a significant investment on the part of the district's residents. Therefore, the Board encourages community use of school facilities when such use will not interfere with the district's educational mission.

The following school facilities are available for use by outside organizations under conditions prescribed by law, Board Policy, and in accordance with this regulation:

- Gymnasiums
- Cafeterias (dining rooms)
- Kitchens/serving lines (provided district cafeteria staff is used with the approved use of kitchen equipment)
- Auditoriums
- Conference rooms
- Common areas
- Other areas not listed will be on a case-by-case basis as determined by the superintendent's designee.

The Performing Arts Center at Marietta High School (MPAC)  
The Performing Arts Center on the campus of Marietta High School is a facility of Marietta City Schools in Marietta, Georgia. This facility is available to the community for cultural and educational events as the schedule allows, subject to the terms and conditions below, and applicable District policies. The rental and use agreement is revocable by the District and is governed by O.C.G.A. §51-1-53.

Refer to the separate Marietta Performing Arts Center: Rental Policy and Guidelines

1. STANDARD TERMS and CONDITIONS

- A. An outside organization shall not unlawfully restrict participation in an activity or event taking place at a school facility because of an individual's race, color, religion, sex, national origin, age or disability.
- B. School programs, school sponsored activities, and school related activities may have priority for the use of school facilities without rental charge. Utility, Security, Supervision, Technician, and Custodial Fees are at the discretion of the principal.
- C. Category I group activities on the grounds will be permitted upon approval of the facility principal provided supervisory personnel for the particular group shall assume complete responsibility for the liability for personal injury and/or damage to the buildings and or premises.
- D. The following types of district equipment may not be used by outside organizations: musical instruments, athletic equipment, computers, and technical or laboratory equipment. School equipment shall be operated by a trained employee of Marietta City Schools as authorized by the Superintendent or designee.
- E. Outside organizations may use tables and chairs if requested in advance. A set-up fee will be charged. Requests to use public address systems or audio visual equipment will be considered on a case by case basis by the Operations Department. A fee will be charged and district personnel must be used to operate such equipment.
- F. All activities shall be in compliance with local, state, and federal laws and shall be in keeping with school board policies. Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, group, or organization nor the purpose they represent.
- G. All applicants for use of school facilities shall hold the Board of Education of the City of Marietta free and without harm from any loss or damage liability or expenses that may arise during or be caused in any way by such use or occupancy of district facilities. All applicants must recognize and consider the risk they are assuming under the save harmless agreement and covenant not to sue which they must accept and agree to the terms thereof prior to any approval for use of school grounds and/or facilities.
- H. Groups receiving approval for use of a school facility are restricted to the dates, times, and facility area specified in the application. Approved users and their participants must stay in their assigned area at all times. Entry into other areas of the facility will be considered trespassing.
- I. Groups receiving permission are responsible for the observance of city, county, and state fire and safety regulations at all times.
- J. Any applicant wishing to appeal the decision of the Superintendent's Designee may appeal directly to the Marietta City Superintendent of Schools.

- K. The Superintendent reserves the right to cancel any permission granted.
2. APPLICATION FOR USE OF SCHOOL FACILITY REQUIREMENTS
- A. Prior to use of a facility, all Community facility use applicants are required to complete and agree to the terms of a Marietta City Schools Application for Use of School Facility. The superintendent (designee) must approve the Application/Agreement prior to use of the facility. The superintendent (designee) has the authority to approve or deny any request.
  - B. If an outside organization wants to charge an admission fee, it must state the amount of the fee in the application and obtain prior approval, which will be reflected in the facility use agreement.
  - C. Marietta City Schools uses an online reservation, web-based system, called SchoolDude to create and approve a facility use request. Prior to making an initial facility rental request, organizations seeking to use MCS facilities must become registered users. This process is online and can be accessed through MCS's website.
  - D. All Category I organizations facility use requests should be submitted through SchoolDude directly to the affected school. The application must be submitted as many operational days as possible prior to the requested use date or within the affected school's timeline/procedure. MCS School groups/organizations requesting use of another school's facilities must have approval from their own school principal prior to submitting a request with the affected school. The affected school principal or principal's designee will review the request for approval.
  - E. All Category II-IV organizations facility use applications shall be submitted through SchoolDude directly to the Central Office. The application must be submitted at least 20 district business days prior to the requested use date. The superintendent's designee will review the initial application and approval.
  - F. The average approval time is 15 district business days once all of the required information is received from the outside organization. User registration and facility use requests are available through the Operations Department website. The application must be signed by the representative of the outside organization who will be responsible for the activity or event.
  - G. The following factors will be considered in reviewing an application for facilities use:
    - 1) The type of activity or event;
    - 2) Its potential impact on the facility;
    - 3) The duration and frequency of the activity or event;
    - 4) The availability of adequate district personnel to oversee the facility during the activity or event;
    - 5) The number of participants expected;
    - 6) Safety and security concerns;
    - 7) Previous experience with the organization;
    - 8) Potential interference with other activities at the facility;
    - 9) The need for a rest period for the facility or grounds; and
    - 10) Other needs or interests of the school or the district.
3. MOTION PICTURE, FILM, VIDEO AND PHOTOGRAPHY ("FILM")
- A. Marietta City Schools may allow facilities to be rented to those who wish to film on board property - provided such filming does not interfere with the educational, scholarly or administrative functions of the school or school district.



- B. For requests for the use of facilities by production companies, including movie, television, theatrical, and/or commercial, the district, on a case by case basis, may approve the use request and shall retain the right to review artistic content, including script and production schedule for appropriate use in a school setting.
  - C. Permission to film on board property will be granted only if, in the sole determination of Marietta City Schools, it is in the district's best interest to permit such filming. Marietta City Schools reserves the right to deny permission to film on property.
  - D. Film scout visits are encouraged, when appropriate, to help Marietta City Schools clearly determine the needs and desires of the production. A request for a scout visit can be made to the Marietta City Schools central office. Permission for scout visits, site surveys, location and technical scouts does not constitute commitment by Marietta City Schools for the use of its facilities as a location.
  - E. Refer to the "Guidelines for Use of Facilities for Motion Picture, Film, Video and Photography" for information regarding the use of school property for this activity.
4. FACILITIES/EQUIPMENT USE AND CARE
- A. The supervision and care of facilities are part of the overall safety plan and responsibility of the principal, as well as the administration. Supervision must be provided anytime students are in school facilities.
  - B. An employee of Marietta City Schools must be present to unlock the building and supervise the use of the building facilities as determined by the Superintendent or designee. Custodians shall not be used in a Security or Supervision capacity.
  - C. The superintendent or designee will coordinate all use of facilities through the school principal.
  - D. District employees are not permitted to give their building keys to an outside organization. No access keys will be loaned or duplicated except with permission of the superintendent (designee). No students or non-students will have access keys assigned to him/her.
5. RELEASE OF LIABILITY/INSURANCE REQUIREMENT
- A. By execution of the Application for Use of School Facility, users of School District facilities agree to indemnify and hold harmless the Board of Education of the City of Marietta, and any persons whose property may be within said building, for loss or damage to such property caused by any person or persons attending said meeting; or for any damage or injury or other loss, including attorney's fees and expenses of litigation, arising out of the use of facilities.
  - B. All users must provide a Certificate of Insurance (COI) in an amount of not less than \$1,000,000 aggregate single limit coverage, naming Marietta City Schools as an additional insured on a general liability insurance policy. Additional insurance limits may be required as determined by School District personnel based upon a review of the Application for Use of School Facility.
6. SIGNAGE/ ADVERTISEMENT
- A. No advertising, materials or broadcasts for the event shall name the facility, Marietta City Schools, or any building or grounds either owned or operated by the District prior to the approval of the use of the facility.
  - B. Signage created by approved facility users must not be placed on school district property until the day prior to utilization of the facility and must be removed immediately after use.
  - C. Signage, billboards and other communications relative to events held by users at school district facilities must not imply a permanent, exclusive relationship

between the organization and the school district. (Signage for these purposes requires prior approval of the Superintendent (designee) and/or principal).

D. No permanent signage may be erected by a school district facility user.

#### 7. CATERING

A. Arrangements for the sale of concessions by outside organizations must be made through the Operations Department.

B. Food and beverages are allowed inside school buildings and on the school grounds only if approved by the Operations Department (or principal) in compliance with school nutrition rules and processes set out in Policy EEE - Wellness Policy

C. Marietta City Schools offers a variety of catering services for food and beverage needs. Contact Special Event Services at (770) 429-3107 ext. 117.

#### 8. MISCELLANEOUS

A. Community use of school district facilities is on a first-come, first-served basis based on organization category.

B. Individuals are not eligible to use school facilities.

C. Community groups may not assign facility use to other parties or organizations.

D. No changes, alterations, repairs, painting, staining or any other action that may change the finish, appearance or contours of the facility will be permitted without permission of the superintendent (designee).

E. The school district does not lease laboratories (computer, science, culinary, etc.) unless specifically designated in written, systemic partnership agreements recommended by the Superintendent and approved in advance by the School Board.

F. Events or activities should end no later than 10:00 p.m. on school nights.

G. Parking is permitted only in designated parking areas.

H. Marietta City Schools will not provide transportation services for non-school sponsored lease activities except where required by law or district approved agreement.

#### 9. SPECIAL USE DETERMINATION

A. The following community activities and events are not compatible with the utilization of public school building, facilities and/or grounds:

1) Animal shows and exhibits; No animals, excluding those used for health reasons, service dogs/animals, and drug detecting dogs, shall be brought into the facility without the express consent of Marietta City Schools, and then only under such regulations as made by the District.

2) For-profit bingo, except Booster Club/PTA sponsored activities that are consistent with law.

3) Direct selling of products and services on school premises, except approved Booster Club/PTA sponsored activities.

4) School buildings are not designed to meet the codes of or permitted for residential occupancy so activities with planned sleep periods (e.g., sleepovers) are not allowed, except as necessitated by emergency. Overnight lodging activities shall not occur in the facility without the express consent of Marietta City Schools, and then only under such regulations as made by the District.

5) Activities or events with inherently high risk of bodily injury or property damage to facilities and/or participants and/or spectators or increased MCS exposure to other related losses or expenses.

- 6) Private sector tutoring, therapy and/or private school classes except where required by law or district approved agreement.
- 7) Motorized vehicle/bicycle rallies and races.
- 8) Political forums and campaigning on school property by individuals who are running for political office or individuals campaigning on their behalf. Posting of political campaign material and material involving the election of political candidates is prohibited. This regulation does not prohibit elected office holders from visiting classes or participating in "town hall meetings" on school property as long as the material presented deals with the general function of office and/or governmental activities, nor does this regulation prohibit approved student election activities within a school.
- 9) Any other activity deemed by the School District to not be compatible with the utilization of public school buildings, facilities and/or grounds.
- 10) Compatibility with utilization of public school buildings is ultimately determined by the Superintendent to ensure consistently applied guidelines throughout the School District.