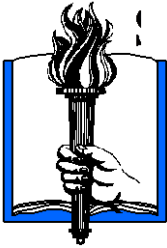


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Facilities Use</b>	<b>Descriptor No:</b>  <b>AD BO6</b>	<b>Effective Date:</b>  <b>8/13</b>
<b>Revised:</b>  <b>7/14; 7/19; 4/21</b>		

1 School facilities will not be made available to businesses, organizations, or vendors for the purpose  
2 of conducting revenue generating activities or services unless such activities are in accordance with  
3 Board Policy 3.206.

4  
5 Representatives from agencies outside the school system who are not under contract with the school  
6 system to provide services to students will not be permitted to provide services or observe students  
7 during the instructional day or during ESP. This procedure shall apply to all instructional activities  
8 including classroom instruction.

9  
10 This procedure shall not be applicable to investigations and/or interviews by the Department of  
11 Children’s Services and/or law enforcement agencies. Board policy and state law shall control these  
12 investigations/interviews.

13  
14 **EXTENDED SCHOOL PROGRAM (ESP)**

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16 The Extended School Program (ESP) may use all common areas in a school, classrooms, and  
17 equipment. If common areas are needed for school programs on a temporary basis outside of the  
18 regular school hours, the principal will designate another location for the Extended School  
19 Program’s use.

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31 Related Board Policy: 3.206

<b>REQUEST FOR USE OF MURFREESBORO CITY SCHOOLS &amp; FACILITIES BY COMMUNITY ORGANIZATIONS</b>	<i>Central Office Use</i> ID NUMBER _____
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School to be Used: _____	Expected Attendance _____
Purpose of Use: _____	_____
Organization Name: _____	Title in _____
Request Made By: _____	Organization _____
Mailing Address: _____	City _____ Zip _____
Cell Number: _____	E-Mail _____

<b>BUILDING USAGE</b>		<b>**PLEASE FILL THIS FORM OUT IN ITS ENTIRETY**</b>										
Date & Days of Use _____	S	M	T	W	TH	F	ST					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Reoccurring Use	S	M	T	W	TH	F	ST					
<b>Weekly on:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Reoccurring Use	1st	2nd	3rd	4th	5th	S	M	T	W	TH	F	ST
<b>Monthly on:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starting Date _____	Ending Date _____											
Starting Time _____ AM _____ PM	Ending Time _____ AM _____ PM											

<b>FEE SCHEDULE - If applicable</b>		<b>*DO NOT LEAVE BLANK*</b>	
<i>Area(s) Needed</i>			
<input type="checkbox"/>	Classroom(s) <b>Room #s</b> _____	\$25 per day per room	\$ _____
<b>Limited classroom use per board policy</b>			
<input type="checkbox"/>	Gymnasium	\$200 per day	\$ _____
	Stage Light _____ Y _____ N	One fee for either or both	\$100 plus personnel fee
	Sound System _____ Y _____ N		
<input type="checkbox"/>	Gym for Jr. Sports Groups Only	\$25 per hour (Max \$200 per day)	\$ _____
<input type="checkbox"/>	Cafeteria	\$25 per hour (Max \$200 per day)	\$ _____
<input type="checkbox"/>	Campus (Outside Building)		
<b>Supervision - Required</b>			
<input type="checkbox"/>	Building Supervision <i>See Note 1</i>	\$25.00 per hour (incl tax)	\$ _____
	Name of Supervisor _____	<input type="checkbox"/>	Check if supervisor is waiving fees.
Custodial Services		<b>Check here if needed</b>	
<input type="checkbox"/>	<b>*Custodial service based on actual time for cleaning as needed and determined by MCS Custodial Dept.</b>		\$ _____
<input type="checkbox"/>	<b>Food Service Usage**</b> (Hourly fee will be charged for Food Service Personnel		
<input type="checkbox"/>	Kitchen/Equipment to be Used	who must be present if kitchen is opened.)	\$ _____
<b>** Kitchen facilities are NOT available for use unless approved by Director of Schools.</b>			
<input type="checkbox"/>	<b>TOTAL ESTIMATED FEE</b>		\$ _____

*Note 1:*  
When multiple rooms are used, supervision is calculated on one room.

**MAKE PAYMENT TO: MURFREESBORO CITY SCHOOLS, 2552 S. Church Street, Murfreesboro, TN 37127**  
 No funds shall be paid individually to any employee or individual school for use of facilities.  
 Hold Harmless Clause on page 2 must be completed. See page 2 for policy and procedures.

All organizations requesting use of Murfreesboro City School Facilities shall ATTACH a Certificate of Insurance with the Request for Facilities Use form. The Policy must name Murfreesboro City Schools Board of Education as additionally insured for no less than ONE MILLION DOLLARS (\$1,000,000.00) for the duration of the organization's use of the facility. PLEASE MARK "PUBLIC SCHOOL USE" ON THE CERTIFICATE along with "No Participant is Excluded". All organizations must also provide proof of full background checks of all volunteers working directly with children.

### AGREEMENT

I/We agree to be responsible for the conduct of the audience in and about the building and for any damage incurred. I/We agree to adhere to all rules, regulations and safety codes as set forth by law and the various regulatory agencies of local, state and federal governments. This includes, but is not limited to, meeting exit requirements and announcements regarding building evacuation in case of an emergency. If additional school personnel must be employed to assure compliance with these requirements, the cost of such employees shall be included in the useage charges. I/We understand that State laws and regulations prohibiting smoking in school buildings shall be observed at all times and that the sale or use of alcoholic beverages or illegal substances is strictly prohibited. I/We agree that no contract shall extend beyond June 30th of the current fiscal year.

I/We agree to indemnify and hold harmless the Murfreesboro City Schools, Murfreesboro City Schools Board of Education, the City of Murfreesboro, its officers or employees from:

- (A) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole from the organization's use of the facility described above; and,
- (B) Any claims, damages, penalties, costs and attorney fees arising from any failure of the organization, its officers, employees and/or agents, to observe applicable laws.

I/We further acknowledge that the Murfreesboro City Government does not warrant that the facility requested is being currently maintained and will not be responsible for inspection and maintenance of the facility while it is being used by the requesting organization.

I/We acknowledge that all estimated fees for use of Murfreesboro City School Facilities shall be paid in advance of use.

I/We understand that building supervision, custodial services, cafeteria worker and cafeteria manager fee will be charged as needed for building supervision, clean up, and use of kitchen facilities. I/We agree to pay the amount(s) billed after use of the facility. \*Please do not alter the verbiage on this form in any way\*

Authorized Signature	Date
Name: <b>(Please Print)</b>	

**PAYMENTS SHALL ONLY BE MADE TO:** Murfreesboro City Schools  
 c/o Finance Department  
 2552 S. Church Street  
 Murfreesboro, TN 37127

**FORWARD COMPLETED REQUEST TO:** **SCHOOL PRINCIPAL**

**QUESTIONS?** Ralph Ringstaff  
 Assistant Superintendent  
 615-893-2313

Upon acceptance by the MCS Central Office, an approved Request will be returned to School Administration.

PRINCIPAL SIGNATURE - Facility is available during time and dates requested:		
<b>*This does not constitute final approval which resides with MCS Central Office*</b>		
<b>*Note to Principal:</b> Do you feel there is a need for a law enforcement officer to be present for this event?	Yes	No
If yes, please explain:		
Central Office - Event falls within policy guidelines and insurance sufficient for use.	<input type="checkbox"/>	<input type="checkbox"/>
Date		