

being applied on top.

#### **Miscellaneous Activities**

1. Roundup applications on bordering areas.
2. Undercutting on infield sites.

NOTE: Horry County Schools does not guarantee the safety or the effectiveness of any of the products indicated above. Any warranty or guarantee of safety or fitness for any particular use lies solely with the manufacturers. The users assume all responsibility for the safe, proper and legal use of products they apply in the maintenance and treatment of grounds. This disclaimer may be updated from time to time by Horry County Schools without any notice.

## **FACILITIES**

### **CONSTRUCTION/ALTERATION/IMPROVEMENT**

#### **Modification or Construction of Facilities Through the Use of Private Funds**

Approval must be secured through the Office of Support Services prior to the initiation of fundraising for the modification to or construction of facilities on District property. "Modification" includes, but not limited to, adding or changing equipment, furniture, fixed assets (walls, doors, roofs, grounds, etc), athletic facilities, signage, roads, landscaping, grounds, playgrounds, cosmetic changes (painting walls), and buildings.

Before consideration can be given to proposals for the modification or construction of facilities through the use of private funds, the following issues must be addressed:

1. Complete "Request to Build/Modify Facilities" form;
2. Verify that the project meets all Horry County Schools and South Carolina Office of School Facilities requirements and specifications;
3. Estimate future costs (maintenance, utilities, etc.) that will be incurred by the District if the project is approved;
4. Effect the project would have on Title IX compliance; and
5. Effect the project would have on the equitable provision of facilities among same-level schools.

Any and all modifications that require Board Approval, as defined by Board Governance OE-13, must be approved by the Board prior to commencing.

## USE OF ATHLETIC FACILITIES

Any request for use of the athletic facilities by a non-school group should be submitted to the Athletic Director and Principal for consideration and approval. The Principal is the only school-level staff member authorized to approve such requests. Approval, if granted, must be in advance of use.

No fees or insurance requirements can be waived without the permission of the Chief Finance and Human Resource Officer. A copy of the request should also be sent to the Executive Director for Student Affairs. A letter requesting any waiver of fees or insurance must be provided by the applicant. If the request for a waiver or reduction of fees pertains to the rental of athletic facilities, the request shall be sent to the Executive Director for Student Affairs who will make a recommendation to the Chief Finance and Human Resources Officer. The District also reserves the right to levy additional charges occasioned by an unusual use of facilities. Additionally, the District reserves the right to terminate an agreement should an organization/association fail to fulfill its obligation to the complete satisfaction of the District or school administration.

### **Guidelines Community Use of School Facilities**

- 1. Facilities may be made available to community organizations/associations and individuals for appropriate use.**
- 2. Use of facilities by District schools and school-related organizations takes precedence over all other uses.** No request for use of school facilities will be granted which interferes with school use of a facility. Long term leases may not be granted without the approval of the Chief Finance and Human Resource Officer. A long term lease is considered one that provides a facility for more than one event. This includes uses by other agencies, child care providers, Boy Scouts, Girl Scouts and religious organizations.
- 3. No fees or insurance requirements can be waived without the permission of the Chief Finance and Human Resource Officer.** A letter requesting any waiver of fees or insurance must be provided by the applicant. The District also reserves the right to levy additional charges occasioned by an unusual use of facilities. Additionally, the District reserves the right to terminate an agreement should an organization/association fail to fulfill its obligation to the complete satisfaction of the District or school administration.
- 4. The Board and its authorized representatives shall have full and free access to the premises at all times.**
- 5. The principal must authorize all requests, in advance, for use of his/her assigned facility.** The principal shall ensure that an employee is present during any such use of the facilities or arrange with the security company, which has a contract with the District, for a security guard to assume responsibility. Payment for any personal service, if provided, must be included in the rental fee.

6. By making application for the use of school property, the organization/association using the facility agrees to be responsible for any accidents, either to property or to persons, and to hold the District harmless in such event, regardless of whether the organization/association is assessed a usage fee. The organization/association, by making application, agrees to assume responsibility for:
  - a. The proper use of facilities;
  - b. Supervision and proper conduct during the use of the facilities, including the provision of police protection, if needed;
  - c. Payment for damage to and/or loss of equipment;
  - d. The securing of any permits required by a city, town, or the county, which may be required for the activity; and
  - e. Proof of insurance, if required by the Chief Finance and Human Resources Officer.
7. It shall be the responsibility of the using parties to leave all facilities in at least the state of cleanliness, order, and condition found.
8. Applicants must complete an application form for the use of school facilities, which is available in the schools. The District shall require such information from applicants as is necessary, may reject any application, and may cancel any permit previously issued.
9. Fees shall be collected by the school, deposited in the District's depository account, and credited to the appropriate accounts. In addition to the use fee, the user must pay any charge to the District for the necessary custodial, administrative, and security/law enforcement personnel. District personnel must be paid through the Division of Finance. No District personnel acting on behalf of the District may be paid directly by the user of the facility.
10. The District is in compliance with the 1968 Civil Rights Act and meets all requirements as an Equal Opportunity Employer. No groups, whose aims and objectives would place the District in jeopardy in regard to the foregoing, will be given the use of facilities.
11. It is the responsibility of the principal to see that the above conditions are faithfully executed.

*Revised: 12-18-03, 7-1-04; 7-6-06, 7-25-07.*

# Fee Schedule for Use of Athletic Facilities

Site-supervisors must be present during all events. They will be responsible for all pre-game preparations. Site supervisors will make all final decisions concerning field conditions.

Facilities may only be rented with the approval of the principal and athletic director. If a site is reserved but NOT used, a reservation fee of \$100 per day will be assessed unless inclement weather forces cancellation.

All overage fees will be deposited through the Horry County Schools' Finance Office into individual school accounts.

| <b>Area of Facility</b> | <b>Total Hourly Rate</b> |
|-------------------------|--------------------------|
| Tennis Courts           | 50.00                    |
| Track                   | 50.00                    |
| Practice Fields         | 50.00                    |
| Baseball Complex        | 200.00                   |
| Softball Complex        | 200.00                   |
| Football Complex        | 250.00                   |
| Gymnasium               | 250.00                   |
| Auxiliary Gymnasium     | 25.00                    |
| Field House             | 50.00                    |
| Custodial Worker        | 22.00                    |
| Custodial Supervisor    | 30.00                    |
| Site Supervisor Fee     | 38.00                    |
| Security Services       | To Be Determined         |