



FAYETTE COUNTY PUBLIC SCHOOLS OVERVIEW OF FACILITY USAGE PROCEDURES

School-related groups and various civic, charitable, governmental, non-profit, religious and other organizations and individuals ("Applicants") may use school facilities and equipment pursuant to policies and procedures established by the Fayette County Board of Education (the "District"). According to District guidelines, **District facilities and equipment may not be used for commercial (for-profit) activities.**

1. **Dual Approval Procedure:** Approval for use of a District facility must be granted by both the school principal or other facility administrator ("Principal") and the District's Department of Physical Support Services.
2. **Preliminary Information:** For preliminary information about facility usage applications, fees, contracts, and insurance requirements, an Applicant should visit the District's Web site or contact Physical Support Services at 859-381-3826. For information about the availability of a particular facility, an Applicant should contact the applicable school or facility.
 - Facility usage information and forms may be downloaded from the District's Web site at www.fcps.net. At the top of the District's home page, type "rent" in the Search Box; then click on the "Use of District Facilities" link.
3. **Facility Usage Application:** To apply for use of a facility, an Applicant must first complete a Facility Usage Application.
 - The Applicant must fully complete and sign Page 1 of the Application. The Application must then be submitted to the applicable school or facility. The Application should be submitted to the school or facility as far in advance as possible, and in any event at least two (2) weeks prior to facility use. An Application for renewal of an annual or long-term reservation should be submitted prior to or at the beginning of the applicable school year.
4. **Decisions by School / Facility:** Upon receipt of the Application, administrative staff at the applicable school or facility shall determine each of the following and fully complete Page 2 of the Application:
 - **Facility Availability:** Administrative staff at the applicable school or facility shall determine the availability of the facility on the date(s) and at the time(s) requested by the Applicant. Confirmation of facility availability shall be documented on the Application via the Principal's signature at the bottom of Page 2.
 - **Setup / Cleanup Time:** If the time requested by the Applicant does not include sufficient time for setup and/or cleanup, administrative staff at the applicable school or facility shall assist the Applicant in determining and indicating on the Application the amount(s) of extra time needed for setup and/or cleanup.
 - **Required Personnel:** Administrative staff shall determine and indicate on Page 2 of the Application whether the presence of one or more District employees will be required during the use of the facility, to care for and maintain the safety and security of the facility or to operate District equipment. **Only overtime (overscheduled) hours should be listed on page 2 of the Application.**
 - As a general rule, at least one District employee (typically a custodian) must be on duty during all hours of facility usage. Reasons for not requiring the presence of a District employee must be noted by the Principal in the appropriate box on Page 2 of the Application.
 - Without exception, at least one food service worker **must** be on duty during all hours of kitchen use.
 - If technical support personnel are needed to operate District equipment, such personnel shall be provided by the school or facility.
 - If law enforcement personnel are needed for crowd control, traffic safety or other reasons, such personnel shall be provided by District Law Enforcement (859-381-4200).
 - Additional personnel may be required at the discretion of the District.
 - **Requested Equipment:** Administrative staff at the applicable school or facility shall determine the availability of any equipment (audio / video / lighting / athletic equipment / etc.) requested by the Applicant.
 - Equipment may be assigned at the Principal's discretion.
 - Equipment requested by the Applicant and approved by the Principal shall be indicated in the appropriate box on Page 2 of the Application.

- *Principal Approval:* If the school or facility approves the Application, such approval shall be documented via the Principal's signature at the bottom of Page 2 of the Application. Applications initially approved by the Principal shall be forwarded for final processing to Physical Support Services, 400 Springhill Drive, Lexington, KY 40503 (Fax: 859-381-3852). If the Principal for any reason denies the Application, Physical Support Services shall notify the Applicant of the denial.
5. **Decisions by Physical Support Services:** Upon receipt of the Application, Physical Support Services shall review the Application to determine whether the requested use of the facility is in compliance with District guidelines. If Physical Support Services determines everything is in order, it will calculate applicable facility usage fees and advise the Applicant of such additional documents, fees, and actions as may be needed for final approval. **All additional documents and fees shall be submitted by the Applicant to Physical Support Services, 400 Springhill Drive, Lexington, KY 40503 (Fax: 859-381-3852).**
- *Facility Usage Contract:* Physical Support Services will send the Applicant a Facility Usage Contract stating applicable fees and reciting other terms and conditions of facility usage. The Applicant must sign and return the contract at least two (2) weeks prior to use of the facility.
 - In the event the Applicant requests catering or other food services, the Applicant may be required to make separate arrangements with the District's Food Service Division.
 - *Certificate of Insurance:* In most cases, the Applicant must additionally submit a certificate of insurance demonstrating the Applicant has sufficient general liability insurance to cover any bodily injury and property damage which might occur during facility use; the certificate of insurance must be received by Physical Support Services at least two (2) weeks prior to use of the facility. The Applicant's insurance agent can assist the Applicant with this requirement.
 - Proof of liability insurance with single limits of at least \$1,000,000 for bodily injury and property damage is generally considered adequate.
 - The *certificate of insurance must specifically list the Fayette County Board of Education as an "Additional Insured"* with respect to the Applicant's use of the facility and any equipment.
 - *Physical Support Services Approval:* Upon receipt of the signed contract and an adequate certificate of insurance, Physical Support Services will notify the Applicant and the Principal if the Application is finally approved. If Physical Support Services for any reason denies the Application, it will notify the Applicant and the Principal of the denial.
 - *Facility Usage Fees:* Upon final approval of the Application, Fayette County Public Schools Financial Services Department will invoice the Applicant for applicable facility usage fees.
 - Facility usage fees are updated each year around July 1. Regardless of when an Application is submitted or approved, an Applicant will be charged the facility usage fees in effect at the time the facility is used.
 - **The Applicant's check shall be made payable to the "Fayette County Public Schools"** and mailed to FCPS, Attn: Financial Services, 701 East Main Street, Lexington, KY 40502. Cash will not be accepted.
 - **In the event the Applicant's activity takes longer or requires more personnel than indicated on the Application, the school or facility shall complete and send Physical Support Services a Discrepancy Report so that the Applicant can be invoiced for the extra time or extra personnel.** Submission of the Discrepancy Report is needed to make sure money is available to pay personnel for extra hours not indicated on the Application. The Discrepancy Report can also be used if an event is canceled, to notify Physical Support Services an invoice is not necessary.
 - The Discrepancy Report may be downloaded from the District's Web site at www.fcps.net. At the top of the District's home page, type "rent" in the Search Box; then click on the "Use of District Facilities" link.
 - Financial Services will deposit all facility usage fees in a centralized, District bank account approved for that purpose.
 - Catering and other food service fees will be separately invoiced and collected by the District's Food Service Division.
6. **Compensation for Overtime Hours:** As in the past, all payments to District employees who work overtime in connection with facility usage will be made by the Payroll Office through the regular payroll.