



## 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. **NEW RULE** – No inflatable bounce houses or submersible dunking booths – inflatable slides, obstacle courses, and dunking booths that pour water over person are acceptable.

1. **Dual Approval Procedure:** both the school principal or other facility administrator (“Principal”) and the District’s Facility Usage administrator Heidi Reihing must grant approval for use of a District facility.
2. **Preliminary Information:** For preliminary information about facility usage applications, fees, contracts, and insurance requirements, an Applicant should contact Heidi Reihing at 859-381-4794.
3. **Facility Usage Request:** To apply for use of a facility, an Applicant must first create an account with [Facilitron](#). There they can make a request for any facility in the district.
4. **Decisions by School / Facility:** Upon receipt of the request, administrative staff at the applicable school or facility shall determine each of the following:
  - **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.
  - **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 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.
  - **As a 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 comments section on the online 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, the school or facility shall provide such personnel.

- If law enforcement personnel are needed for crowd control, traffic safety or other reasons, District Police Department (859-381-4200) shall provide such personnel.
  - 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 must be noted in the comments section of the online application.
  - Fundraisers: Any outside group (except PTAs and official booster clubs) that requests to use school facilities on Saturday, Sunday or after 8 p.m. on a weekday will be required to pay appropriate utility fees based upon the facility usage fee schedule. The District will no longer waive utility fees for weekend or after-hour usage – even if it is a fundraiser for a school. As has always been done, the group will also be required to pay any employee overtime as determined by the school administration.
  - In addition, earlier this year, it had been discussed about prohibiting for-profit, commercial entities from using school buildings for school-sanctioned fundraisers. That is not an accurate statement. Here is the new procedure concerning school-sanctioned fundraisers involving for-profit entities:
    - An official school PTA or booster club must complete the facility rental application in the official name of that PTA/booster club. Then, the PTA/booster club can bring in the for-profit entity to hold the fundraiser. The PTA/booster club will be required to create an account with [Facilitron](#) and provide a certificate of insurance naming the Fayette County Board of Education as an additional insured. The utility fees will be waived but, again, the PTA/booster club will be required to pay any employee overtime as determined by the school administration.
    - Principal Approval: If the school or facility approves the Application, such approval shall be documented. District's Facility Usage administrator Heidi Reihing at 859-381-4794 will then approve applications initially approved by the Principal. If the Principal for any reason denies the application, they must note the reason in the comments section of the online application.
5. Decisions by Physical Support Services: Upon receipt of the Application, District's Facility Usage administrator Heidi Reihing, shall review the Application to determine whether the requested use of the facility complies with District guidelines.
- In the event the Applicant requests catering or other food services, the Applicant may be required to make separate arrangements with the District's Child Nutrition Division.
  - Certificate of Insurance: In most cases, the Applicant must 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 uploaded on the online application or mailed to Heidi Reihing at 450

Park Place, Lexington, KY 40511. 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.
  - The renter will receive an e-mail from Facilitron when the event is approved.
  - Facility Usage Fees: Facilitron will be responsible for collecting any facility usage fees. Facilitron accepts credit cards, echecks and checks.  
To mail your payment by check or money order: Please make your check for the total amount payable to Facilitron Inc. (Facilitron, Inc. is the authorized processor of all payments). Include a printout of the confirmation email or write the reservation # on your check.  
Mail to: Facilitron - Requests, P.O. Box 1935, Los Gatos, CA 95031-1935.  
Cash is not accepted.
  - Facility usage fees are updated each year around July 1.
  - In the event the Applicant's activity takes longer or requires more personnel than indicated on the original reservation, the school must list the discrepancy in the comments section of the reservation.
  - 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 Child Nutrition Division.
6. Compensation for Overtime Hours: as in the past, the Payroll Office through the regular payroll will make all payments to District employees who work overtime in connection with facility usage.