

Bartlett City Board of Education		3011
Descriptor Term: COMMUNITY USE OF SCHOOL FACILITIES	Descriptor Code: Support Services	Issue Date: 07/24/2014
	Rescinds:	Revised:

1 When not in use for school purposes, school buildings and grounds or portions thereof
2 may be used for public, governmental, charitable, civic, recreational, cultural, and other
3 purposes as approved by the Board.¹²

- 4 1. Requests for the use of a school’s facilities shall be made at the office of the
5 principal;
- 6 2. Student clubs and activities, parent-teacher organizations, and other organizations
7 affiliated with the schools shall be permitted use of school facilities without charge;
- 8 3. School facilities may not be used for private profit, except that unused facilities
9 may be leased for private day-care centers which provide educational and child
10 care services to the community;³
- 11 4. All activities must be under adult supervision and approved by the building
12 principal. If deemed necessary, the principal may assign a school employee to be
13 present. The group using the facilities will be responsible for any damage to the
14 building or the equipment;
- 15 5. Groups receiving permission for building use are restricted to the dates and hours
16 approved and to the building area and facilities indicated, unless requested
17 changes are approved by the principal;
- 18 6. Groups receiving permission for building use are responsible for the observance
19 of all fire and safety regulations at all times;
- 20 7. The use of alcoholic beverages, drugs, or tobacco, profane language, or gambling
21 in any form is not permitted on school buildings;
- 22 8. During emergencies or disasters, the Board will cooperate with recognized
23 agencies, such as the Red Cross, National Guard, and Civil Defense to make
24 suitable facilities available without charge;
- 25 9. Kitchens may be used by outside agencies only if under the supervision of a
26 school-based employee. Additionally, the school cafeteria manager must be
27 present if food is to be prepared in the kitchen. All fees and requirements stipulated
28 on the District’s Facility Use Form must be followed;
- 29 10. The Board will approve and periodically review a fee schedule for the use of school
30 facilities by community or civic organizations and other non-profit groups; and
- 31 11. The Superintendent shall develop procedures and forms to effectively implement
32 this policy.

¹ T.C.A. §49-50-201

² T.C.A. §49-2-203(b)(4); T.C.A. §49-2-405

³ T.C.A. §49-2-203(b)(4)(B)