



**Melissa T. Williams, PhD, Superintendent**  
**Katy S. Campbell, Esq., President**  
**Elnora Smith-Love, Vice President**  
**Mary H. Hooks, Member**  
**Sgt. Major Clinton C. Boyd, Member**  
**Sawanda Wilson, Member**

## **Policy for Use of School Facilities**

For Office Use Only

School Year: \_\_\_\_\_ Request Number: \_\_\_\_\_

Please complete ALL information as requested and submit this request to the school principal or central office. Attach additional sheets if necessary.

The contact person listed as the contractor within this request will be notified via mail, phone, or email of the decision relative to this request.

In addition, all groups are required to show proof of liability insurance.  
School-related groups may be able to sign a waiver/ release form in some cases.

The Macon County Board of Education believes the primary function of school buildings and facilities shall be to accommodate approved school programs for students.

Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.

The use of school facilities by individuals or groups shall be governed by a signed usage agreement between the individual or group and the board. The Board of Education directs the Superintendent of Education to develop administrative rules and regulations governing the "use of school facilities". All multi-day use of school facilities requires board approval and is reviewed by the school board attorney.

**MACON COUNTY BOARD OF EDUCATION**

**501 South School Street  
Tuskegee, Alabama 36083  
334-727-1600  
[www.maconk12.org](http://www.maconk12.org)**

**CONTRACTUAL AGREEMENT FOR USE OF SCHOOL FACILITIES**

This agreement, entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the Macon County Board of Education, hereinafter referred to as the Board and

\_\_\_\_\_,  
hereinafter referred to as the contractor of said legal address and residence as indicated here

\_\_\_\_\_  
\_\_\_\_\_

at phone number \_\_\_\_\_ and email address \_\_\_\_\_

in accordance with the policy passed by the Macon County Board of Education, authorizing the Superintendent of Schools to enter into various contracts. This agreement is for the use of the Property indicated below:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Use Requested: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Specified Purpose/ Event: \_\_\_\_\_

The signature of the undersigned Contractor acknowledges that the individual, agency or organization using the facility agrees to:

1. Be responsible for loss, breakage and damaged facilities, equipment, or property:

2. Make payment of utility, security, janitorial and all other costs stipulated by The Macon County Board of Education School Use Policy at least 14 days in advance. Payment shall be made by Money Order or Agency Check payable to the Fiscal Management Division of the Macon County Board of Education.  
(NO PERSONAL CHECKS ACCEPTED.)
3. Present reasonable proof, five (5) days prior to the event that either the Police Department or an official security service firm has been employed by the Contractor to provide security for the specific activity. The Contractor agrees to indemnify the Board, its employees and agents from any liability regarding personal and property injury that may arise out of the specified activity. Proof of liability must be attached to this request and will be verified.
4. Alcohol and weapons are not allowed on any board properties. There are no exceptions. \_\_\_\_\_(signature of acknowledgement)
5. Registered sex offenders are not allowed on board property. All laws related to sex offenders will be enforced.

\_\_\_\_\_ (signature of acknowledgement)

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal/ Building Director

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_ Superintendent/ Designee

Circulated: Chief School Financial Officer \_\_\_\_\_  
Maintenance Supervisor \_\_\_\_\_

**Special Note: A special form is required by the School Nutrition Program director for use of cafeteria and/ or kitchen. Fees for the use of the cafeteria are listed on the fee schedule. Please contact the School Nutrition Department at 334-727-1600 for more information. Catering services are also available from our School Nutrition Department.**

## -MCBOE Fee Schedule for Facilities Use-

### Class Reunions:

- For buildings and grounds .....\$200.00
- Janitorial Fee (school janitor issued).....\$150.00
- Principal's Fee for opening and closing school.....\$200.00
- If cafeteria is used.....\$300.00
- Cafeteria Manger's Fee.....\$150.00

The janitor's fee and principal's fee cannot be waived. Other monitors, security, supervisors, and employees must be employed directly by the user agency. The principal or a responsible designee and janitor must be on hand at all times for such activities.

### Family Reunions:

- For buildings and grounds .....\$200.00
- Janitorial Fee (school janitor issued).....\$150.00
- Principal's Fee for opening and closing school.....\$200.00
- If cafeteria is used.....\$300.00
- Cafeteria Manger's Fee.....\$150.00

The janitor's fee and principal's fees cannot be waived. Other monitors, security, supervisors, and employees must be employed directly by the user agency. The principal or a responsible designee and janitor must be on hand at all times for such activities.

### Funerals:

- For buildings and grounds .....\$300.00
- Janitorial Fee (school janitor issued).....\$200.00
- Principal's Fee for opening and closing school.....\$250.00
- If cafeteria is used.....\$350.00
- Cafeteria Manger's Fee.....\$200.00

The janitor's fee and principal's fees cannot be waived. Other monitors, security, supervisors, and employees must be employed directly by the user agency. The principal or a responsible designee and janitor must be on hand at all times for such activities.

### Other Groups:

- For buildings and grounds .....\$200.00
- Janitorial Fee (school janitor issued).....\$150.00
- Principal's Fee for opening and closing school.....\$200.00
- If cafeteria is used.....\$300.00
- Cafeteria Manger's Fee.....\$150.00

The janitor's fee and principal's fees cannot be waived. Other monitors, security, supervisors, and employees must be employed directly by the user agency. The principal or a responsible designee and janitor must be on hand at all times for such activities.

Organizations that make an annual contribution to the school or School District of at least \$500.00 shall not be charged a user fee. **It shall be the policy of the Board that those fees designated for the principal (or building director) and janitor must always be assessed.**

**FINANCE OFFICE:** Name of Contractor \_\_\_\_\_

• TOTAL DUE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

• RECEIPT NUMBER: \_\_\_\_\_ Cut checks to the following:

Principal \_\_\_\_\_ for \$ \_\_\_\_\_ (ck# \_\_\_\_\_)

Janitor \_\_\_\_\_ for \$ \_\_\_\_\_ (ck# \_\_\_\_\_)

Cafeteria Manager \_\_\_\_\_ for \$ \_\_\_\_\_ (ck# \_\_\_\_\_)