

# **Lexington School District Four**



## **Facility Use and Rental Guide**

### **LSDF Facility Use and Rental Guide**

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*Swansea High Fine Arts Auditorium*

## LSDF Facility Use and Rental Guide

## General Instructions for Facility Use

The Lexington School District Four School Board and Superintendent welcome the use of school facilities when school is not in session. Board Policy KF: Community Use of School Facilities and associated procedures for facility use can be found in this guide and online at: <https://boardpolicyonline.com/?b=lex4>

The process for requesting use of school facilities begins by contacting the appropriate Facility Use Officer for the desired school location (Page 3).

1. The Facility Use Officer meets with requestor; determines the “user group category;” completes the application and cost estimate; and discusses the requirement for evidence of liability insurance coverage (certificate of insurance) for the event.
2. An estimate is completed to include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc.), and additional equipment costs based on the user group category.
3. Requestor signs-off on rental application and acknowledges rules and regulations.
4. The Facility Use Officer submits completed cost estimate and signed application form to the respective principal for approval/disapproval.
5. Long-term rental requests are coordinated as above but also require approval from the Chief Operations Officer. Long-term use requests are recurring or ongoing events held on a consistent basis over time. For more information, please see page.
6. Once requests are approved, a standard Lexington Four facility rental agreement is signed by all parties. The rental agreement will only be signed when all parties are in agreement with the proposed terms and in keeping with all Lexington Four Board policies.
7. A security deposit (\$100 or 15% of cost estimate, whichever is greater) is due at the signing of the rental agreement. The deposit will be refunded as long as no damages are incurred, and the event is not canceled within 48 hours the scheduled event.
8. Applications, rental agreements, proof of 501(c)(3) status (when applicable), and Certificates of Liability Insurance must be received, signed, and submitted no less than ten (10) business days prior to the event. Failure to submit signed applications, rental agreements, and/or certificates of liability insurance ten (10) business days in advance will result in cancellation of any agreement and the event. For more information, please see page.
9. Payment for the event covering estimated expenses is due to the Facility Use Officer ten (10) business days prior to the event. Failure to pay estimated expenses in full ten (10) business days in advance will result in cancellation of any agreement and the event.
10. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, damages, etc. for the event are to be remitted within ten (10) business days after the event.

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## Facility Locations and Contacts

<b><i>Facility Locations</i></b>	<b><i>Facility Use Officer</i></b>	<b><i>Approved Rental Areas</i></b>
Lexington Four Early Childhood Center 135 Lewis Rast Road Swansea, SC 29160	Lisa Pound <a href="mailto:lpound@lexington4.net">lpound@lexington4.net</a> (803) 490-7001	Multi-Purpose Room Kitchen
Sandhills Primary/Elementary School 140/130 Lewis Rast Road Swansea, SC 29160	Terri Craft <a href="mailto:tcraft@lexington4.net">tcraft@lexington4.net</a> (803) 490-7002	Cafeteria Kitchen
Frances Mack Intermediate School 161 Mack Street Gaston, SC 29053	Patti Reynolds <a href="mailto:preynolds@lexington4.net">preynolds@lexington4.net</a> (803) 490-7004	Cafeteria Kitchen
Sandhills Middle School 582 Meadowfield Road Gaston, SC 29053	Rhonda Parrish <a href="mailto:rparrish@lexington4.net">rparrish@lexington4.net</a> (803) 490-7005	Cafeteria Kitchen Outdoor Space
Swansea High Freshman Academy 1195 I.W. Hutto Road Swansea, SC 29160	Robin Anderson <a href="mailto:randerson@lexington4.net">randerson@lexington4.net</a> (803) 490-7007	Cafeteria Kitchen Outdoor Space
Swansea High School 500 East First Street Swansea, SC 29160	Robin Anderson <a href="mailto:randerson@lexington4.net">randerson@lexington4.net</a> (803) 490-7007	Cafeteria Auditorium Kitchen
Monroe Pinkney Administration Building 607 East Fifth Street Swansea, SC 29160	Charlotte Myers <a href="mailto:cmyers@lexington4.net">cmyers@lexington4.net</a> (803) 490-7000	Conference Room

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## Insurance Coverage Required For Facility Use

All non-Lexington District Four groups using Lexington District Four facilities must provide evidence of liability insurance with limits of coverage listed below.

- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates requested for the use of LSDF facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section ensures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

*All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$575,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as an additional insured.*

A copy of the certificate or statement must be forwarded to the **Facility Use Officer** ten (10) business days prior to the event.

The Board of Trustees of Lexington School District Four must be named by the Certificate Holder as follows:

Board of Trustees, Lexington School District Four, 607 East Fifth Street, Swansea, SC 29160

## Obtaining Liability Insurance Coverage

Entities that do not have a current policy may contact an independent insurance company of their choice licensed in the state of South Carolina.

# LSDF Facility Use and Rental Guide

## User Group Categories

Groups are listed in order of priority. That is, an organization classified as a User Group 1 applicant would be given priority over an organization classified as a User Group 2 applicant. The types of fees assessed for each group are also listed.

	Fees			
Priority	Personnel	Cost Recovery	Rental	Equipment Use
<b>Group 1-3</b>				
<b>Group 4</b>	X	X		X
<b>Group 5</b>	X	X	X	X
<b>Group 6</b>	X	X	X	X
<b>Group 7</b>	X	X	X	X

### User Group 1 – Curricular Activities (Priority 1 Scheduling)

User Group 1 includes school sponsored curricular activities that serve the students, parents, and teachers of the district.

### User Group 2 – Student Organization Activities

User Group 2 includes student organization sponsored activities that serve the students, parents, and teachers of the district.

### User Group 3 – School-based Organizations/School District Related Group

User Group 3 includes school-based support organizations, such as PTA/SIC and boosters, shall be provided the use of school facilities at no cost and must be coordinated through the school principal or designee. Monroe Pinckney and Swansea High School reunion groups along with district related groups such as the Swansea Community Improvement Organization (SCIO) may also use school facilities at a reduced rate.

For Groups 1-3 use, the principal or staff member designee will be responsible for the school facility. If an event requires custodial, security, or other personnel support services, suitable arrangements must be made for compensation in accordance with *LSDF* payment procedures.

*Fees: Personnel Services as applicable*

#### **User Group 4 - Government and Community Agencies (Priority 2 Scheduling)**

User Group 4 includes government and recognized community agencies supported wholly or in part by state or local taxes. User Group 4 permits civic clubs and neighborhood-based groups (for example neighborhood watch groups) to conduct meetings of less than two hours in duration.

Activities exempted: town meetings sponsored by a municipality, voter precincts and public town meetings. These exempt activities are assessed at a User Group 1 level.

*Fees: Cost Recovery Fee, Personnel Services as applicable*

#### **User Group 5 –Youth Programs (Priority 3 Scheduling)**

User Group 5 includes non-profit youth clubs and organizations which serve district students. User Group 5 also includes for-profit groups that provide a specific service/activity exclusively to district students which does not compete with district programs (requires principal and superintendent/designee approval).

*Fees: Cost Recovery Fee, Personnel Services as applicable, Equipment Use Fees, Reduced Rental Rates.*

#### **User Group 6 - Rental to Non-youth Based Nonprofit and Community Groups (Priority 4 Scheduling)** Nonprofit rates require proof of current 501(c)(3) status.

*Fees: Cost Recovery Fee, Personnel Services as applicable, Equipment Use Fees, Reduced Rental Rates.*

#### **User Group 7 - Rental for-profit, commercial organizations and all others (Priority 5 Scheduling)** (requires principal and superintendent/designee approval)

*Fees: Cost Recovery Fee, Personnel Services as applicable, Equipment Use Fees.*

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## Fees

### Equipment Use Fees

User Groups 4 through 7 may incur equipment cost during the use of district property.

Grand Piano	\$55 (event)
Piano Tuning	\$200
Risers (up to 4 sets)	\$135 (event)
Spotlight	\$25.00 per hour

### Salary and Benefits

Listed are estimated hourly wage expenses (including benefits) that may be incurred for event staffing. Rates may vary based on scheduling, i.e. holidays. Actual expense will be included on the final event invoice. Overtime rates may apply.

#### ESTLMATED RATES WITH BENEFITS

Custodian	\$20.00 per hour
Kitchen/Canteen Worker	\$20.00 per hour
Event Manager	\$35.00 per hour
Event Technician	\$45.00 per hour
Uniformed Security (Law Enforcement Officer)	\$45.00 per hour
*Event personnel will be required depending upon the type and capacity of event.	



***Lexington Four Early Childhood Center***



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## Fees Chart (Hourly Rate)

Groups 3 & 4 / Group 5 / Group 6			
<i><b>Fees Per Hour (2 hour min.)</b></i>	<i><b>Cost Recovery Fees</b></i>	<i><b>Reduced Rate</b></i>	<i><b>Regular Rate</b></i>
Cafeteria	\$30	\$40	\$75
Multi-Purpose Room	\$30	\$40	\$75
Commons Area (SHS)	\$30	\$50	\$85
Kitchen	\$50	\$40	\$50
Outdoor Space	\$10*	\$25	\$50
Auditorium	\$50	\$95	\$125**
<i>* Cost recovery for outdoor space will be dependent on the activity's impact to turf or other facilities.  **Rehearsal time in auditorium for commercial event will be charged at the reduced rate.</i>			



***Frances Mack Intermediate School***

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## **Conditions for Non-School Related Use of Schools**

### **Supervision**

An authorized custodian is required to be on duty in the facility during the entirety of use of any school facility. Use of outdoor facilities will be supervised by a CCSD employee or designee approved by the Facility Use Officer. Additional personnel may be required for the approval of the agreement the rental depending on the nature of the event.

### **Custodial Services**

The Facility Use Officer will make necessary arrangements for custodial services. Custodial services include opening and closing the building and normal cleanup. Custodians will assist with basic setup such as arrangement of tables and chairs. Custodians are not required to help load/unload equipment or set up audio-visual equipment. Custodians are required to be on-site during the entire rental.

### **Specialized Equipment**

Use of the school facilities does not include the use of school equipment unless specifically permitted. Special school equipment (stage equipment, etc.) will require the use of school employees, or personnel contracted by the District, trained for stage equipment use. These costs will be added to the rental fee. (See page 9)

### **Time Restraints**

Evening events are to end by 11:00 p.m. unless special arrangements have been made. Facilities are to be completely vacated according to the terms of the rental agreement. Failure to vacate facilities or failure of events to end at the times specified in the rental agreement will result in a financial penalty assessed to the user.

### **Kitchen Use**

Kitchens and kitchen equipment may not be operated by anyone other than authorized LSDF Food Service personnel.

### **Liability**

The person and/or organization renting facilities assumes responsibility for orderly and careful use of the school facilities. The applicant assumes liability for any damage or loss of property that may occur and agree they will hold the board harmless for claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates.

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## **Religious and Cultural Organizations**

Religious and cultural organizations serving the LSDF community may be granted use of school facilities. No religious organization will be discriminated against in its request for facility use. Religious organizations shall be treated in the same manner as any cultural organization.

## **Long-Term Use**

Long-term use requests are recurring or ongoing events held on a consistent basis over time no longer than a LSDF fiscal year. All contracts/permits for long-term use of district facilities (churches, club use of athletic facilities) expire June 30 of each year. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/permit termination to the building's Facility Use Officer.

To establish the initial long-term use, groups must abide by the following:

1. Meet with Facility Use Officer and complete application to establish availability of location, determine fee estimate, and obtain principal approval.
2. Approval must be given by the Chief Operations Officer to execute a rental agreement for long-term use. All contracts are based on annual renewal date of June 30th.

## **Fee Schedule for Long-Term Use**

Facility use fees for religious or cultural organizations with an approved long-term agreement will be assessed as follows:

- First year term will be calculated under the non-commercial fee schedule.
- Only one religious or cultural group may have a contract for ongoing use of any individual school on any given day of the week.

Any additional use facilities outside of the contract agreement will require approval through the application process.

## **Permit Application**

The granting of a rental agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities or part thereof other than those stated in the rental agreement.

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## Cancellation

A permit/contract is non-transferable and non-assignable. If entire event is to be cancelled, the applicant is to notify the Facility Use Officer at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received will be made. **Applicants not giving 48 hours advance notification of cancellation will forfeit all fees paid.**

## Violations

- Violation by a rental agreement holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any agreements in the future.
- Rental agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented or false.
- A rental agreement is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board. Upon notice by a duly authorized agent of the Board, such activity is to cease immediately.

The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

## Limitations of Use

Any violation of these rules will result in immediate cancellation of any rental and/or event and prohibit the applicant future use of LSD4 property.

- The Board of Trustees or its authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The Board of Trustees is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when the Board deems it necessary or is in the public interest. The Board may designate a staff member to act in this capacity.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, or color.

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- No school facility is to be used for any other purpose or in any other way than its designed use without prior written permission.
- No group that limits membership in, or attendance at its activities on a basis of race or color shall be allowed to use the school buildings or grounds.
- No alcoholic beverages or tobacco use to include: smoking or vaping/c-cigarettes will be permitted at any time either inside the facility or on school distinct property, owned or leased. Violation of this rule will prohibit future use.



***Sandhills Middle School***