



## **FACILITIES USE PROCEDURES**

Metropolitan Nashville Public Schools has control and supervision of all school facilities in Davidson County School System and grants the temporary use of them to others as provided herein. The principal has custody of school facilities assigned to him/her by the Board of Education and must have knowledge of the group that wishes to rent the facility and must personally approve the organization. Use of facilities by the schools and by school related organizations shall take precedence over all other uses.

Organizations using school facilities shall be responsible for the proper conduct of all persons attending the event, for immediate restoration of school property in event of any damage; and shall be required to sign an indemnification and hold harmless agreement.

Recognized non-profit, civic, and church groups\* for single engagements may use school facilities provided that such activities do not interfere with school use and that such use is approved by the principal of the school.

No signs will be permitted on school property for extended periods of time. If a sign is used to promote an event, meeting, church service, etc., it may be displayed 24 hours before the event and must be taken down immediately after the event concludes. No sign may be permanently placed on school property or displayed for more than 24 hours prior to the event.

The Facilities Use application along with all required documentation, security deposits, and custodial fees (if applicable) must be submitted to the School no later than 14 days before the beginning date of the event in order for the requested use to be considered.

### **RENTAL USE OF SCHOOL FACILITIES**

A rental fee schedule applies to the use of a MNPS facility. In addition to the rental fee, all groups shall be responsible for the actual costs of custodial (as outlined below) and cafeteria services incurred. Rental fees are listed on the request form.

### **CAFETERIA SERVICES**

When a school kitchen area or equipment is being used, the group using the facility must use a MNPS Nutrition Staff member and will incur the cost of \$20-\$40 per hour per employee.

### **CUSTODIAL SERVICES**

Custodial services are **required** for any group using the facility after hours, weekends, holidays, and summer hours. It will be required to pay \$35 per hour with a 4-hour minimum.

## **CONDITIONS GOVERNING USE OF SCHOOL FACILITIES**

- ❖ Metro Nashville Public Schools allow usage for nonprofit groups only.
  
- ❖ No outside group will begin with its activities until school is dismissed in the afternoon and the students have left the building.
  
- ❖ On days when school is closed because of snow or other calamity, all activities scheduled for that day shall be canceled or postponed.
  
- ❖ No groups will, under any circumstances, tamper with any electrical or heating controls (i.e. electrical panels, equipment rooms, thermostats, etc.).
  
- ❖ The use of alcoholic beverages, drugs, profane language, or gambling in any form is **NOT** permitted on school property. Use of tobacco products within school buildings or facilities is **NOT** permitted.
  
- ❖ The person in charge of the activity shall be responsible for the conduct of persons attending an event in a school facility and shall see to it that activities are confined to the areas covered by the Facility Request Form. If the group does not stay in the designated areas of the building or grounds, the group's future use of the school system's building and grounds will not be approved.
  
- ❖ All groups that use school facilities shall be held responsible for any damage or loss incurred as a result of their use.
  
- ❖ Groups applying to use the school facilities for activities not directly related to the school program shall be required to provide, at the time of application submission, a certificate of insurance indicating liability coverage in the amount of at least \$1,000,000 dollars. Such certificate must reflect Metro Nashville Public Schools as the certificate holder and must indicate that the Metro Nashville Public Schools has been added as an additional insured for the duration of the group's use of the facility as specified in the application. For sports related activities, the certificate must contain a statement that no "athletic participants" are excluded on the liability insurance or show participants liability coverage on the certificate of insurance.
  
- ❖ Groups using the building are restricted to the observance of all fire and safety regulations at all times.

## **UNAUTHORIZED USE OF FACILITY**

Anyone using a facility contrary to this policy will be considered an unauthorized user of the facility. The individual(s) will be subject to arrest for trespassing.

## **HOLD HARMLESS CLAUSE**

Any group that uses Metro Nashville Public Schools facilities or property shall agree to indemnify and hold harmless Metro Nashville Public Schools against all claims, demands, suits, damages, or sums of money to any party accruing Metro Nashville Public Schools for loss of life or personal injury or property loss or damage from the group's participants or attendees.

## **CANCELLATIONS**

All cancellations **MUST** be sent to [facility.use@mnps.org](mailto:facility.use@mnps.org) 24 hours before the approved event. If we do not receive the cancellation notice, you will be billed for the usage. If you notify the school, you must also notify the Office of Facility Use in order for it to be properly cancelled.

## **PROCEDURES FOR REQUESTING FACILITY USE**

- ❖ Contact local school office directly. This is where you will submit your application and all of the required documents.
- ❖ Complete full application documents and provide a certificate of insurance.
- ❖ If you are planning to film a video, movie, or photography, please also submit your storyboard, script, action plan, etc. for content approval along with your application. It takes a little longer to process.
- ❖ The school will send the completed application, certificate of insurance, and supporting documents to the Office of Facility Use electronically.
- ❖ The Office of Facility Use upon receipt will review the application documents, an electronic approval or denial will be sent to the school, the group/individual requesting use of the facility, and the contact for custodial services and/or cafeteria services.
- ❖ You will receive a deposit notification via email for payment that is due with 72 hours of the notification. Checks or money orders for security deposit and rental fees should be made out to the Metro Nashville Public Schools or can be paid online.
- ❖ If you have a recurring (monthly) event, you must be in good standing with payments or future dates will be cancelled. If you are delinquent on payments, you will be placed on the DO NOT RENT LOG and will not be able to reserve facilities in the future.