

## USE OF SCHOOL FACILITIES

### Section I: USE CLASSIFICATION

A permit may be issued by the Superintendent or designee for occasional use of school facilities or equipment to responsible organized groups for school-related and community activities approved by the Jackson Public School District provided use by others is not on a continuing basis and will not interfere with the school program. Political campaigning on the premises or facilities is not allowed. Use of the facilities or premises for elections and governmental public forums is permissible. Facilities are not available for educational or community activities of an extended frequency and duration, other than those sponsored by the school district. Reimbursement of cost for the approved use thereof, according to the schedule of expenses shown on application, shall be paid at least seventy-two (72) hours in advance of the expected use, in accordance with District policy. No arrangements are considered made or complete until full payment has been received.

For activities of an educational nature, certain school facilities may be made available to groups at times or in ways that will not interfere with the school program.

A written application shall be made on the form approved by the board. Section II:

### CONDITIONS FOR USE OF SCHOOL FACILITIES

Use of certain school facilities is subject to the following conditions:

1. Applications must be made at least seven (7) days prior to the date of intended use;
2. Applications shall not be considered in advance of the current fiscal year beyond the seven (7) days specified in condition one;
3. Refreshments shall not be served in the auditorium or in the gymnasium. JPSD policy strictly prohibits the use of tobacco products and alcoholic beverages on school premises (GBEN and GBEM);
4. The city ordinance regarding smoking, exit control, and seats in aisles, shall be observed, as shall all other city ordinances and local or state laws applicable to public building use;
5. Persons attending meetings shall be required to go directly to the facility for which the application is made and to leave by the most direct exit;
6. Portable sound or visual equipment shall be furnished by and at the expense of the applicant;
7. Equipment available for use in the auditorium shall consist of tables, chairs, podium, lectern, and American flag;

8. Regulations governing use of facilities as stated in the application form must be observed;
9. Use of the kitchen is strictly prohibited;
10. Failure of the applicant to comply with any of the foregoing conditions all constitute cause for cancellation of privilege to future use; and
11. The group must agree to hold harmless or indemnify the school district and list the school district as an additional insured.

### Section III: NONDISCRIMINATORY PRACTICES

The Jackson Public School District does not permit the practice of discrimination in granting permission for use of its facilities by any organization or group which excludes persons from participation because of race, color, sex, creed, or national origin. Applicants for the use of school facilities must agree not to engage in or permit such discrimination while using school property.

### Section IV: LIABILITY INSURANCE

A public liability insurance policy which insures this school district against loss due to bodily injury or property damage shall be required in the amount of \$1,000,000 against loss due to bodily injury and property damage, prior to utilizing the facility and shall be in effect during the full term of use of any facility. The policy must be presented with payment.

Coverage shall be evidenced by a valid written certificate of insurance from an insurance company licensed to do business in Mississippi. The Board of Trustees of the Jackson Public School District shall be named as insured or additionally insured during the term of use of the facility. Said certificate must state policy limits, types of coverage, date(s) of coverage, and signature(s). No setup, rehearsal, or event shall commence unless and until the Superintendent or designee receives proof of coverage, even if rental fees have been paid. Coverage must provide for ingress and egress on school property to facilities being used.

Securing the required insurance coverage shall be the responsibility of the individual renting the facility at his/her sole cost and expense.

Individuals, businesses, governments, agencies, and organizations having public liability coverage should contact their agent regarding this requirement prior to completing this application. Others should see a reputable agency to secure coverage prior to completing their application.

School-related uses of facilities in which the school-related class, club, or organization uses the services of an individual, group, or business in a joint business relationship shall meet the insurance requirement before the activity takes place.

Section V: NONCOMPLIANCE WITH DISTRICT  
POLICIES

The applicant understands that upon failure to comply with all of the policies on use of certain school facilities, the board may terminate and cancel all rights and privileges of the applicant to use the facilities or equipment. Any failure to terminate such privileges for the breach of the conditions shall not constitute a waiver of the right to do so because of any other violation of said requirements. Furthermore, the board is authorized to make repairs to any damaged building or equipment or to replace same in event of complete destruction or loss resulting from the use of the building or equipment, and to bill the applicant for the same.

Section VI: REPORT ON USE OF SCHOOL FACILITIES

A report on the use of school facilities shall be provided to the board at reasonable intervals.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF.: Miss. Code Ann. §37-7-301(k)

DATE: December 18, 1978

AMENDED: October 27, 1986  
October 16, 1989  
September 19, 1994  
December 14, 1998  
December 15, 2003  
May 15, 2006  
December 6, 2022

REVIEWED: December 6, 2016  
October 26, 2022