Facility Use Manual
# FACILITY USE TIER USER GROUPS

<table>
<thead>
<tr>
<th>Permit Fee Components</th>
<th>Tier 1 District or School Site Events</th>
<th>Tier 2 Programs Serving TCS Students</th>
<th>Tier 3 Community Groups and Nonprofits</th>
<th>Tier 4 Private or Commercial Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application/Usage Fee Time-line</td>
<td>At least 15 business days before event</td>
<td>At least 15 business days before event</td>
<td>At least 15 business days before event</td>
<td>At least 15 business days before event</td>
</tr>
<tr>
<td>Facility Fee for Indoor Spaces</td>
<td>No Facility Fees</td>
<td>25% of Facility Fees</td>
<td>50% of Facility Fees</td>
<td>100% of Facility Fees</td>
</tr>
<tr>
<td>Facility Fee for Outdoor Spaces</td>
<td>No Facility Fees</td>
<td>25% of Facility Fees</td>
<td>50% of Facility Fees</td>
<td>100% of Facility Fees</td>
</tr>
<tr>
<td>Custodial, Security, Kitchen, &amp; Technical Staff</td>
<td>Pay 100% of staffing cost (unless TCS parent, teacher, or student organization)</td>
<td>Pay 100% of Staffing Cost (Indoor/Outdoor)</td>
<td>Pay 100% of Staffing Cost (Indoor/Outdoor)</td>
<td>Pay 100% of Staffing Cost (Indoor/Outdoor)</td>
</tr>
</tbody>
</table>

## Definition of Tier Groups

### Tier 1
- TCS student organizations
- City of Tuscaloosa programs and designated program partnerships
- TCS Parent Teacher Associations
- Non-profit groups that enter into program partnerships with TCS in support of the mission of TCS

### Tier 2
- Tuscaloosa non-profit groups who serve TCS students and whose primary purpose is to foster student interest in civic involvement, community service, social, educational, or recreational activities
- The University of Alabama, Stillman College, or Shelton State Community College

### Tier 3
- Non-profit groups or public agencies that provide services to the Tuscaloosa City Community
- Commercial groups service Tuscaloosa City youth
FACILITY USE TIER USER GROUPS

Tier 4

- All other groups and organizations including, but not limited to, commercial and private individual or group events.

A non-profit group shall be required to provide a copy of its "Letter of Determination", issued by the IRS, indicating non-profit status.

The tier status of any individual, group, organization, etc. requesting to use TCS facilities will be determined by the Superintendent or designee.

No waiver or deviation from the fees established herein is permitted.

The Superintendent or his/her designee has authority to determine whether or not an organization qualifies to be program partners with TCS in support of the mission of TCS. The criteria to be considered includes, but is not limited to: specific benefit to TCS and the citizens of the City of Tuscaloosa, the amount of space required, the duration of the use and the history of the organizations use of TCS's buildings, grounds, and facilities.
FEE SCHEDULE, COLLECTION AND PROCEDURES

General Scheduling and Fee Policies

Events will not be scheduled more than 3 months in advance without prior written approval. In order to secure a rental date, an agreement must be signed, half of the total rental fee must be paid, and all required documentation provided. The remainder of the rental fee must be paid five (5) days prior to the event. If the balance is not paid within five (5) days prior to the event the use agreement will be cancelled. There will be no refund of any deposit or prior payments. All set up requests must include a diagram/layout that illustrates the request. Set up requests must be made at least fifteen (15) business days in advance. The 15 day period to request use of a TCS facility, or provide a set up request, may be shortened or waived at the sole discretion of the Superintendent or his/her designee.

All rental times have a minimum of 4 hours

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Price</th>
<th>Lighting</th>
<th>AC/Heat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fields/Track</td>
<td>$150/hr</td>
<td>$75/hr</td>
<td>N/A</td>
</tr>
<tr>
<td>Auditorium/Event Hall</td>
<td>$150/hr</td>
<td>$30/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>$75/hr</td>
<td>$10/hr</td>
<td>$20/hr</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$100/hr</td>
<td>$30/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Cafeteria/Kitchen</td>
<td>$150/hr</td>
<td>$40/hr</td>
<td>$60/hr</td>
</tr>
<tr>
<td>Gymnasium Main Gym</td>
<td>$150/hr</td>
<td>$40/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Auxiliary Gym</td>
<td>$100/hr</td>
<td>$30/hr</td>
<td>$40/hr</td>
</tr>
<tr>
<td>Classroom</td>
<td>$20/hr</td>
<td>$10/hr</td>
<td>$20/hr</td>
</tr>
<tr>
<td>Library</td>
<td>$30/hr</td>
<td>$10/hr</td>
<td>$20/hr</td>
</tr>
<tr>
<td>Multipurpose Room</td>
<td>$20/hr</td>
<td>$40/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Media Center</td>
<td>$100/hr</td>
<td>$40/hr</td>
<td>$50/hr</td>
</tr>
<tr>
<td>Lecture Hall</td>
<td>$125/hr</td>
<td>$30/hr</td>
<td>$50/hr</td>
</tr>
</tbody>
</table>

Rehearsal Time: Auditorium use will be at no charge for 4 hours rehearsal time when all fees are paid in full.

TCS Employee Cost: Custodians ($40/hr) CNP ($40/hr) Security ($45/hr) Tech ($45/hr) Maintenance ($45/hr)

NO MOTOR VEHICLE(S) ARE ALLOWED ON TRACK OR PLAYING SURFACE OF GAME FIELDS.
FEE SCHEDULE, COLLECTION AND PROCEDURES

Opening and Closing

The school or building will open at the TIME INDICATED ON YOUR RENTAL AGREEMENT for the event. Please allow necessary time for decorating and or setup. The function MUST END AND THE BUILDING BE CLEARED at the closing time indicated on the rental agreement. You will be charged (1/2) of the hourly rental fee for every (1/2) hour the rental space is occupied beyond the time indicated on the agreement. Please allow time for caterer’s setup and cleanup and entertainment setup/breakdown.

ALL FUNCTIONS SHOULD BEGIN AFTER 8AM AND END BY 9PM or AS APPROVED BY THE EXECUTIVE DIRECTOR OF FACILITIES.

Setup

Setup includes setting tables and chairs to your specification when a floor plan is agreed upon at least 15 business days prior to your event. Providing a diagram of desired set up is required. If additional equipment (e.g. tables/chairs) is needed for the rented space, it is the responsibility of the requester to obtain the equipment at his/her expense.

Rental Area

The rental area is defined as a FOUR-WALL AREA, meaning that your guests and function are to be confined to the area that is designated on your rental agreement. The lessee is only authorized to enter the areas designated on the rental agreement. Any unauthorized access to areas not specified in the contract without permission will be considered as trespassing and lessee will be billed for additional rental fees, clean up, or damages to the entire area accessed. PLEASE BE COURTEOUS to others when in this area. CHILDREN ARE TO BE UNDER THE SUPERVISION OF ADULTS/OR PARENTS AT ALL TIMES. Use of furniture outside of the lease area is PROHIBITED. Lessee will NOT be allowed to bring in items for storage before the rental date.
FEE SCHEDULE, COLLECTION AND PROCEDURES

Decorations

NO nails, tacks or staples in walls, ceilings, doors or tables.
NO hot glue on walls, ceilings, glitter, doors or tables.
NO double-faced tape, heat tape, cellophane or duct tape—ONLY MASKING TAPE.
NO decorations attached to sprinkler system heads, exit signs or blocking of exit ways.

Clean Up

The renter is responsible for removal of all decorations and insuring that all trash is disposed of in receptacles provided by the TCS staff. The custodial staff on duty will ensure all trash is discarded and general clean up after the event.

Kitchen Usage

Use of any part of the kitchen requires the supervision of a TCS child nutrition employee. All rules and regulations established by the CNP Director and enforced by the employee must be adhered to throughout the program. This includes but is not limited to personal protection equipment, safety procedures, cleaning and usage of any supplies. The lessee is responsible for removal of all food items upon completion of the rental. All trash must be disposed of in trash receptacles provided by the TCS Staff.

Safety

The lessor shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities, including, without limitation, TCS rules and policies. Use of facilities for any activity deemed by the Superintendent or his/her designee to be an unreasonable safety risk or detriment to TCS facilities or grounds will be denied.

Security Services

The Superintendent or his/her designee shall determine the need for security/traffic control, and the number of security officers required, at all events.
FEE SCHEDULE, COLLECTION AND PROCEDURES

Electronic/Audio Visual Equipment

Any request to utilize electronic/audio visual equipment requires the presence of a TCS Tech Employee. Whether a tech is required will be determined by the Superintendent or designee. No technology equipment will be utilized or removed from storage without authorization. If certain technical services are needed (e.g. presenter Wi-Fi access for streaming video), technical staff will be required and the appropriate rate will be charged.

Churches

Since Churches are nonprofit organizations that are not required by the IRS to apply for an IRS determination they are assumed to be nonprofit and will not be required to provide a “Letter of Determination” issued by the IRS indicating non-profit status.

Religious Organizations

Religious Organizations will be granted use of school facilities on the same terms set forth herein as secular organizations. No religious organization will be discriminated against in the use of TCS facilities and will be treated in the same manner as any secular organization.

Signage

Posting of signs on school property is limited to the period of use and must be removed after each use.

Schedule Change

Any request to change a currently scheduled use must be submitted by completion of a new application form indicating additional space requirements or change of the currently scheduled event. Any change request submitted less than ten (10) days before the scheduled event may not be honored.
FEE SCHEDULE, COLLECTION AND PROCEDURES

Cancellation

Any cancellations must be made in writing five (5) days prior to the event. No refunds will be provided if notice of cancelation is given less than five (5) days prior to the event.

All permits are subject to immediate cancellation if it is discovered that information provided on an application is incorrect. If the use of the facility is discovered to be contrary to any Board Policy, the permit is subject to immediate cancellation without refund of any deposit or fees.

On any day that schools are closed for inclement weather or other emergencies use of school facilities will be cancelled and all fees will be refunded. Lessors are responsible for notifying attendees of such circumstances.
FEE SCHEDULE, COLLECTION, AND PROCEDURES

Alcoholic Beverages/Smoking
Lessor shall not allow beer, wine, or alcoholic liquors of any kind to be in or about the facility. There is also no smoking or use of vapor cigarettes allowed.

Fire Safety
- The lessor shall comply with all fire codes.
- No open flames are allowed.
- Access to fire exit doors and corridors must be maintained and clear at all times.
- All exit and safety signage and building graphics must be visible at all times and may not be covered or blocked at any time.
- Fire extinguishers, sprinklers, and fire alarms may not be covered or blocked at any time.

Background Check
Any applicant who will engage directly with TCS students while not under supervision of a certified TCS employee must provide a clear criminal background check for each individual responsible for supervising TCS students. The background check must be completed prior to commencing any services or activities with TCS students. This will be at the applicant’s expense.

Insurance
Lessors shall maintain minimum general liability insurance with coverage limits of at least $1 million per occurrence, $2 million aggregate. The policy must name the Tuscaloosa City Board of Education, its employees, Board members, and volunteers as additional insureds with coverage applying on a primary, non-contributory basis and include a waiver of subrogation. A certificate of insurance to this effect must be provided by the Lessor at the time the application is submitted.
FEE SCHEDULE, COLLECTION, AND PROCEDURES

Third Party Usage

Lessor shall not allow Board facilities to be used by any other individual or group. Third party usage of Board facilities will result in revocation of the current and any future permitted use.

Damage

Any damage to school property caused by the lessor is the lessor's responsibility. Damages can result from misuse of facilities or equipment, either through carelessness or accident. If space is used in the facility that the user did not identify in their application for use additional fees will be charged for the use of that space. Unauthorized use of any space or equipment will result in a fee for using the space or equipment as well as any costs associated with restoring the space or equipment to its original condition. Lessor should report any damage to the Superintendent or his/her designee as soon as possible.
PROHIBITED ACTIVITIES

- Promulgating any theory or doctrine subversive to the laws of the United States.
- Any activity that may be injurious to the building, grounds or equipment.
- Commercial advertising for alcohol or tobacco.
- Fund-raising in conflict with school district activities.
- Activities which are discriminatory.
- Smoking and the use of smokeless tobacco is prohibited in all district owned buildings, except as part of classroom instruction or theatrical production.
- Possession or use of alcohol/drugs (substance abuse) is prohibited at all times on any property or in any buildings owned by the Board of Education and at all school sponsored functions pursuant to Board Policies and applicable law.
- Eating, drinking, etc., unless specifically granted and noted on the facility use permit, is prohibited.
- Gatherings that incite others to disorder.
- Organizations or meetings which are abusive of, or discriminate against, other groups or individuals based on race, creed, color, sex, religion or natural origin.
- No school facility, building or ground may be used for any unlawful purpose.
- Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted.
- No ticket selling for any other event, or the sale of merchandise or food, is permitted without written approval on the permit.
- No funerals, wakes, or memorial services.