

# **SMYRNA SCHOOL DISTRICT**

## ***PROCEDURE***

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<b>Section:</b>	<b>1000 Community Relations</b>	<b>Office Responsible:</b>	
<b>Procedure:</b>	<b>1330R: Use, Control, and Management of District Facilities</b>		
<b>Related Policies:</b>	<b>1330: Use, Control, and Management of District Facilities</b>		

### **I. Purpose**

To set forth guidance and a process to be used by individuals/groups who want to use district facilities for purposes outside of regular daily educational activities for students.

### **II. Procedure**

#### **Request for Use**

- A. An application for the use of a school facility must be completed online using the link provided on the Smyrna School District website at least 14 days in advance of the requested date of use.
- B. There is a non-refundable application fee of \$30.00 that is due upon approval of the application. The amount of the fee will be credited to the rental charges if applicable.
- C. No facility use may take place until the user receives confirmation of approval.
- D. An appropriate Certificate of Insurance must be attached to the application.
- E. The administrator who coordinates facility use at the building requested will review the application to determine if there are scheduling conflicts with school or district use of the requested space. School activities take precedence over any outside group's use of school facilities.
- F. The building administrator will either approve or deny the request. Approved applications will be forwarded to the District Office for final approval and pricing. The applicant will be notified electronically of any required fees. If the application is denied, the applicant will be notified electronically.
- G. If a group is applying for use of multiple buildings, a separate application must be submitted for each building.
- H. Use of any equipment must be requested in the application and approved in advance. This includes but is not limited to technology, tables, chairs, and wireless internet.
- I. Any special set-up requirements must be requested in the application. Approval of requested set-up or necessary changes to the request will be indicated in the approval communication.

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- J. Any changes to an approved request may result in additional fees and/or the necessity to modify the day/time of facilities use.
- K. The Smyrna School District reserves the right to deny an application or revoke an approved application for any reason.

### **Fees for Use**

- A. Fees will be charged for the use of school facilities according to the fee schedule found below. An invoice for applicable fees will be sent by email to the person making the request for facilities use.
- B. All fees must be paid at least one week in advance of the date of use. The user will be assessed a fee of \$50.00 for any returned check.
- C. Users that have failed to pay outstanding charges from prior use of district facilities will be prohibited from using any district facilities until all charges have been paid in full.
- D. If the use of the building extends beyond the hours approved, the user will be responsible for additional costs. All additional costs must be paid within 14 days of receipt of the invoice.

<b>Auditoriums:</b>  John Bassett Moore Intermediate Smyrna High School	\$65.00/hr  Cost includes house lighting. Additional cost for stage lighting and sound system.
<b>Cafeterias:</b>  Intermediate Schools Middle Schools Smyrna High School	\$30.00/hr  Cost does not include use of kitchen facilities.
<b>Multi-Purpose Rooms</b> (used as auditoriums, gymnasiums, and cafeterias):  Elementary Schools Middle Schools	\$30.00/hr
<b>Classrooms:</b>  All Schools	\$12.00/hr  Cost is per room.
<b>Multi-Media Centers:</b>	\$30.00/hr

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All Schools	
<b>Gymnasiums:</b>	
Elementary Schools	\$40.00/hr
Intermediate Schools	\$60.00/hr
Middle Schools	\$85.00/hr
Smyrna High School – Main Gym	\$175.00/hr
Smyrna High School – Aux Gym	\$85.00/hr
Smyrna High School – Natatorium	\$85.00/hr
	Cost does not include use of locker rooms.
<b>Athletic Fields:</b>	
<b><u>Smyrna High School</u></b>	
Main Stadium Field	\$275/hr - does not include use of stadium lighting or field house
Turf Field #2	\$200/hr
Tennis Courts	\$12.00/hr
Track	\$12.00/hr
Baseball/Softball Field	\$40.00/hr
Bermuda Field	\$40.00/hr
Practice Field	\$25.00/hr
<b><u>Middle Schools</u></b>	
Softball Field	\$40.00/hr
Soccer Field	\$40.00/hr
Football Field	\$40.00/hr
Practice Field	\$25.00/hr
<b><u>Intermediate Schools</u></b>	
Baseball/Softball Field	\$25.00/hr
Practice Field	\$25.00/hr
<b><u>Elementary Schools</u></b>	
Baseball/Softball Field	\$25.00/hr
Practice Field	\$25.00/hr

### **Additional Costs if Applicable:**

The following additional costs associated with facility rentals have been established by the Smyrna School District:

### **Custodial Staff:**

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Saturday and after 10:00 PM on weekdays	\$50.00/hr
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Sunday and holidays	\$65.00/hr
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**Other:**

Auditorium Stage Sound and Lighting (Must utilize SSD trained staff to operate)	\$20.00/hr
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SHS Stadium Lighting	\$225.00/hr
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SHS Fieldhouse Restrooms	\$50.00/hr
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Any other operational or special costs that might be incurred will be charged to the renting organization.

Organizations charged fees under provisions of this sub-section will be subject to charges for the entire time school district personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the cleanup period. The district will determine the number of personnel required for an event. All rental fees and fees equal to the proposed custodial time and all other fees must be paid seven (7) days before the scheduled event. Failure to comply with this time frame will result in the facilities use agreement cancellation.

Approval Acknowledged by:



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Deborah Judy  
Superintendent of Schools

Procedure Actions

Adopted: 09-23-2025

Revised: