



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

USE OF SCHOOL FACILITIES BY COMMUNITY ORGANIZATIONS AND INDIVIDUALS | 5008.6

The use of school facilities by community organizations and individuals is governed by Board policy and a fee structure approved by the Board. Principals are not permitted to alter the fee structure or to grant permission for the use of the building by any organization or individual without an Application For Use of School Facility form signed by the Manager of Facilities. Any community member requesting use must abide by the Community Use of District Facilities Guidelines.

This administrative memorandum serves as notice that any individual allowing school facility use without approval takes full responsibility for all liability claims for personal injuries, death, and property damage arising from such unapproved use.

Any employee who permits an organization or individual to use the building without the approved authority is in violation of Board policy and this administrative memorandum and shall be subject to disciplinary action.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.