

**Facility Use Agreement  
Requirements at a Glance**  
(Board Policies KG and KG-E & Administrative Regulation KG-R)

**Facility Use Agreement**

- Must be received by principal/administrator and forwarded to Chief Operations Officer for final approval at least four (4) weeks prior to event date.
- Must be signed/completed by principal/administrator.
- Must be signed/completed by representative of requesting organization.
- Must be accompanied by valid Certificate of Insurance (COI) and payment(s) (use and/or overtime).
- May only cover time period of one semester.
- Specific dates and times of requested use must be included on every use agreement.

**Insurance**

- Faxed COIs are not accepted.
- Commercial General Liability or Public Liability Coverage with minimum limits of \$1,000,000.
- DeKalb County Board of Education named additional insured (primary and non-contributory basis).
- DeKalb County Board of Education (3770 North Decatur Road, Decatur, GA 30032) listed as certificate holder.
- Policy dates listed on COI must encompass event date(s).
- Insured's name on certificate of insurance must match name of requesting organization on use agreement.

## **Payments**

- Usage fees for a school's facility or field may be waived for non-profit organizations that provide approved extended day educational and/or civic programs and activities for students attending that school.
- Pursuant to Board Policy Code: LDAH and the Board's resolution with DeKalb County, DeKalb County departments and all county sponsored or affiliated sports organizations are not responsible for usage fees under the Facility Use Application and Agreement.
- Labor/overtime costs are not waived for any requesting organization.
- Usage payment and labor payment made via separate checks (to DeKalb County Board of Education).
- Payments must accompany use agreement.
- Usage payments, when applicable, may not be lessened for any reason or for any requesting organization.
- Payments are made in advance and are non-refundable.

## **Usage**

- No kitchen space or equipment.
- No playgrounds.
- Fields/tracks used by sports organizations-only for practice (no games, tournaments, meets, etc.).
- Weekdays – after school to 9:00 p.m.  
Weekends – 9:00 a.m. to 9:00 p.m.
- DCSS custodial employee must be on site during use of any facility by an outside organization.