

**Addendum**  
**Facility Use Policy**  
**For Practices**

Any group who uses Hancock County Board of Education facilities for practices who has a direct and substantial impact on current Board approved programs (co-curricular and extra-curricular); the facility use fees **shall be waived**. The final decision as to whether a group meets this criterion will be determined by the Superintendent or his/her designee. The waiver shall be subject to the following requirements:

1. All practices must have a custodian to clean and prepare the facility for the following day.
2. The cost of that custodian shall be reimbursed at 100% of the cost to the Director of Finance, should the custodian be required to work beyond his or her contract hours to complete duties.
3. A staff member directly associated with that program shall supervise the building during the entirety of the practice. For example, the choral director, the band director, the drama teacher, or the head coach.
4. Upon the approval of the Director of Facilities or the Superintendent the above individuals may assign another member of their staff to supervise said practices.
5. The staff member who supervises the practices is responsible for supervision of the building, protection of Hancock County Board of Education property, ensuring that participants remain only in the designated areas, that every individual is picked up by an adult before he/she leaves the school, and the entire building is secure prior to leaving the facility.
6. At **NO time** may facility keys or swipe cards be loaned or given to any agent of the practice that is being supervised.
7. All school co-curricular and extra-curricular events **shall** take precedents over any other use of the facility.

8. A facility usage form for **ALL** requests must be completed and turned into the Principal, then sent to Director of Facilities and finally to the Superintendent's office for final approval.
9. At **NO** time is the Athletic Director, Assistant Principal, or Principal to be used to supervise these practices unless they expressly volunteer to do so.
10. Any group not paying the reimbursement fee for custodial usage in a timely manner (30 days), or adequately caring for Hancock County facilities or property will be **denied** usage.
11. The facilities used will be at the discretion of the Director of Facilities and the Superintendent.
12. Facilities may be used only for organized team practices Monday through Friday.