

**Use of School Facilities****RELIGIOUS SERVICES**

- I. Although basic charges are computed on a minimum usage of three hours on weekdays until 10:00 p.m. and the Board-approved hourly rate after 10:00 p.m., and are computed on a minimum usage of four hours plus clean-up time on Saturday and Sunday at the Board-approved hourly rate, this does not mean that an organization is limited to only three/four hours of usage. Organizations needing additional time should so stipulate at the time the application is submitted. The charge for this extra usage is in accordance with the Board-approved hourly rate.

To prevent the need for additional overtime, custodians have been instructed not to open building facilities any earlier than the time stipulated on the application. When filling in the information "Hour Building Will Be Needed" and "Hour Building Will Be Vacated," users should be sure to allow ample time for such things as the following:

- A. Special furniture arrangements and preparations;
  - B. Placing kneelers, prayer books, hymnals, etc.;
  - C. Setting up altar;
  - D. Anything else that needs time either before or after the actual activity.
- II. The rental fee includes the area requested on the application (cafetorium, auditorium, stadiums, etc.), rest rooms, parking lot, and custodial services. Additional space necessary must be requested at the time the application is submitted or upon submission of an additional application. Custodians are instructed not to open any other areas unless it is so stated on the application.
  - III. Special or additional meetings, such as choir rehearsals and other similar uses of the buildings, are never permissible during school hours. All such meetings, including Sunday and Wednesday evenings, will need a separate application.
  - IV. Elementary classrooms are not to be used as the individual possessions of students are kept in these rooms in unlocked desks or cupboards.
  - V. Kitchens are not to be used because of the presence of food supplies, expensive equipment and health considerations.

- VI. Overnight storage is not permitted except when such storage is insignificant or of a temporary nature, and then only with the prior consent of the school principal.
- VII. Permanent signs will not be permitted on school property. However, portable signs may be placed in front of the schools during the period that religious services are scheduled.
- VIII. A school custodian is assigned to the building for continuous duty during the time the group will be using the school. The custodian is expected to courteously provide all regular custodial service.
- IX. All organizations are advised that The School Board of Miami-Dade County, Florida does not provide facilities for organizations over extended periods of time. Rentals are on a temporary basis only, and organizations are urged to make other arrangements as soon as possible.
- X. None of the information given above is intended to release the organization from the responsibility of knowing the conditions of the Use Agreement on the reverse side of the standard rental application, but is rather intended to clarify some points that are most often questioned.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 235.02 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

Amended: 8-19-87

Technical Change: 5-1-98