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## FACILITIES

### Naming New Schools, Mascots, and Colors

1. Naming new schools and determining their mascots and colors is the sole responsibility of the Board. An Ad Hoc Naming Committee will be appointed to suggest possible names, mascots, and colors when the need arises.
2. A new school is defined as one that has never been included in Horry County Schools' list of schools and whose name the Board has never approved. A school built to replace an existing school will continue to be called by its original name and will maintain its original mascot and colors absent Board action to the contrary.
3. If building a new school results in the creation of a new attendance area, the Board will appoint an Advisory Board for the new attendance area before the Naming Committee is appointed.
4. The Naming Committee shall include, but is not limited to, the following:
  - a. The local Advisory Board,
  - b. School Improvement Council members – one from each attendance area (in addition to those serving on the local Advisory Board),
  - c. Student representatives [such as Student Council President(s) and/or Vice-Presidents] from the affected attendance area(s) (this may not be appropriate when naming an elementary school),
  - d. A total of four community leaders from the attendance area(s),
  - e. Principals from the affected attendance area (ex-officio members), and
  - f. District Office representatives (ex-officio members).
5. The Naming Committee will compile a list of possible school names, mascots, and school colors. Mascots that are culturally offensive will not be considered.
6. The Naming Committee will survey students. The surveys will be advisory in nature and are not to be considered as a vote. The results of the survey will be only one factor that is considered.
7. Names to be considered for schools may not memorialize individuals or endorse a cause or an organization.
8. Names to be considered for a school may denote the school's location or geographic area. Names suggested by the natural setting and habitat of the school location also may be considered.
9. When feasible, the District prefers uniformity with names within an attendance area.
10. The Superintendent or a designee shall be responsible for forwarding the Naming Committee's suggestions to the Board for consideration.
11. The Naming Committee must conduct its activities in a manner consistent with the S.C. Freedom of Information Act.

*Legal reference.*

*State.*

*S.C. Code § 30-4-10 et seq – Freedom of Information Act.*

*Revised: 7-1-02; 7-1-06; 7-1-14.*

### **Changing School Names, Mascots, and Colors**

1. Existing school names, mascots, and colors can be changed only as a result of official action by the Board.
2. Requests for renaming schools can be made by the local Advisory Board with the endorsement of the School Improvement Council.
3. Should the Board choose to consider a new school name, procedures outlined for naming new schools will be followed.
4. Requests for changing a school's mascot and/or colors can be made by the local Advisory Board with the endorsement of the School Improvement Council. The Board may choose to consider the Advisory Board and School Improvement Council's request without further community involvement.

*Adopted: 7-1-02.*

### **Naming Adjunct Facilities**

1. Names of adjunct facilities (e.g., football field, baseball field, gymnasium, auditorium, etc.) are the sole responsibility of the Board.
2. Requests for naming adjunct facilities may be made by the local Advisory Board with the endorsement of the School Improvement Council.
3. Adjunct facilities may be named in honor of worthy individuals (living or deceased).
4. The Board may choose to consider the Advisory Board and School Improvement Council's request without further community involvement.

*Adopted: 7-1-02; 7-1-06.*

### **Modification or Construction of Facilities Through the Use of Private Funds**

Approval must be secured through the Office of Support Services prior to the initiation of fundraising for the modification to or construction of facilities on District property. "Modification" includes, but not limited to, adding or changing equipment, furniture, fixed assets (walls, doors, roofs, grounds, etc.), athletic facilities, signage, roads, landscaping, grounds, playgrounds, cosmetic changes (painting walls), and buildings.

Before consideration can be given to proposals for the modification or construction of facilities through the use of private funds, the following issues must be addressed:

1. Complete "Request to Build/Modify Facilities" form;
2. Verify that the project meets all Horry County Schools and South Carolina Office of School Facilities requirements and specifications;
3. Estimate future costs (maintenance, utilities, etc.) that will be incurred by the District if the project is approved;
4. Effect the project would have on Title IX compliance; and
5. Effect the project would have on the equitable provision of facilities among same-level schools.

Any and all modifications that require Board approval, as defined by Board Governance OE-13, must be approved by the Board prior to commencing.

*Adopted: 7-1-02; Revised: 8-8-12.*

## Community Use of School Facilities

Facilities are made available to organizations, associations, and persons at the discretion of the principal or his/her designee when such use:

1. Does not interfere with the school's use of the facilities,
2. Is adequately insured,
3. Does not create unsafe conditions,
4. Does not foreseeably constitute a nuisance,
5. Is in conformity with applicable laws such as, but not limited to, those pertaining to persons with disabilities,
6. Is in conformity with land-use regulations, and
7. Is not on a long-term or permanent basis.

### Procedures

1. Facilities may be made available to community organizations/associations and individuals for appropriate use.
2. Use of facilities by District schools and school-related organizations takes precedence over all other uses. No request for use of school facilities will be granted which interferes with school use of a facility. Requests for long-term leases must be sent to the Chief Financial Officer, who is the only person authorized to approve such requests. A long-term lease is considered one that provides a facility for more than one event. This includes uses by other agencies, child-care providers, Boy Scouts, Girl Scouts, and religious organizations.
3. No fees or insurance requirements can be waived without the permission of the Chief Financial Officer. A letter requesting any waiver of fees or insurance must be provided by the applicant. If the request for a waiver or reduction of fees pertains to the rental of athletic facilities, the request shall be sent to the Executive Director for Student Affairs who will make a recommendation to the Chief Finance Officer. The District also reserves the right to levy additional charges occasioned by an unusual use of facilities. Additionally, the District reserves the right to terminate an agreement should an organization/association fail to fulfill its obligation to the complete satisfaction of the District or school administration.
4. School related organizations will not be required to pay a rental fee to use school facilities. School-related organizations are defined for purposes of this policy as those that are faculty-sponsored and approved by the principal as well as: (1) formally constituted parent-teacher organizations/associations; (2) school-sponsored honor organizations, such as a National Honor Society and Beta Club; and (3) formally constituted music, athletic, and other booster clubs. Additionally, school-related organizations include those that are formally constituted with the approval of the principal, including student organizations that are student-initiated, student-led, that have a faculty sponsor, and that meet the conditions set forth in "Limited Open Forum."
5. The Board and its authorized representatives shall have full and free access to the premises at all times.
6. The user must receive authorization from the principal or District-level location manager before using his/her assigned facility. The principal or District-level location manager for non-school buildings shall ensure that an employee is present during any such use of the facilities or arrange with the security company, which has a contract with the District, for a security guard to assume responsibility. Payment for any personal service, if provided, must be included in the rental fee.

7. By making application for the use of school property, the organization/association using the facility agrees to be responsible for any accidents, either to property or to persons, and to hold the District harmless in such event, regardless of whether the organization/association is assessed a usage fee. The organization/association, by making application, agrees to assume responsibility for:
  - a. The proper use of facilities;
  - b. Supervision and proper conduct during the use of the facilities, including the provision of police protection, if needed;
  - c. Payment for damage to and/or loss of equipment;
  - d. The securing of any permits required by a city, town, or the county, which may be required for the activity; and
  - e. Proof of insurance, if required by the Chief Financial Officer.
8. It shall be the responsibility of the using parties to leave all facilities in at least the state of cleanliness, order, and condition found.
9. Applicants must complete an application form for the use of school facilities, which is available in the schools. The District shall require such information from applicants as is necessary, may reject any application, and may cancel any permit previously issued.
10. Fees shall be collected by the school, deposited in the District's depository account, and credited to appropriate accounts. In addition to the use fee, the user must pay any charge to the District for necessary custodial, administrative, and security/law enforcement personnel. District personnel must be paid through Fiscal Services. No District personnel acting on behalf of the District may be paid directly by the user of the facility.
11. The District is in compliance with the 1968 Civil Rights Act and meets all requirements as an Equal Opportunity Employer. No groups, whose aims and objectives would place the District in jeopardy in regard to the foregoing, will be given the use of facilities.
12. It is the responsibility of the principal to see that the above conditions are faithfully executed.

*Legal references.*

*State.*

*Code of Laws of S.C. § 33-31-101 et seq. – S.C. Nonprofit Corporation Act.*

*Federal.*

*U.S. Internal Revenue Code, 26 U.S.C. § 501(c) – Lists non-profit organizations exempt from some federal income taxes.*

*Revised: 12-18-03, 7-1-04; 7-6-06; 7-1-07; 7-1-09; 2-17-11; 8-8-12; 7-1-13; 7-1-14; 7-1-15.*