

**SPARTANBURG SCHOOL DISTRICT THREE
PUBLIC USE OF DISTRICT FACILITIES
DISTRICT THREE COMMUNITY AUDITORIUM**

The following guidelines shall be observed for the rental of the District Three Community Auditorium by responsible organizations:

A. GENERAL

1. The District Three Auditorium Use Coordinator shall be responsible for maintaining contact with organizations which make application to use the District Three Community Auditorium.

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2. The events supervisor/sound light technician must be on duty at all times when the District Three Community Auditorium is being used by an organization.
3. Security requirements will be set and arranged by the Auditorium Use Coordinator in conjunction with school and district administration, and will be the financial responsibility of the User.
4. A custodian(s) is required to be on duty for both the rehearsal(s) as well as the performances. The determination as to the need for additional custodians will be made by the Director of Facilities & Grounds.
4. User shall be responsible for the payment of any and all damages to the building, furnishings, fixtures, equipment, or grounds, whether caused by user or his patrons; normal wear and tear excluded. Repairs made for or damage to the premises shall be at the expense of the user, payable by certified check within ten days of notification.
5. The district shall deny the use of District Three Community Auditorium to any organization under the following conditions:
 - a. when unsafe conditions exist which may lead to injury, or
 - b. when the space applied for already has been committed to another organization, except that the board or the superintendent may preempt the use of any facility from other organizations, or
 - c. when the District Three Community Auditorium may not be used for the purpose requested, as outlined in Spartanburg Three Board Policy.

6. Continued use of the District Three Community Auditorium by any organization is contingent upon the organization's taking proper steps to protect the property and to ensure complete safety, the observation of fire and other safety ordinances and the reimbursement of its expenses to the district. If the Auditorium Use Coordinator or events supervisor feels the auditorium is being misused by any organization, it is his or her duty to point out the misuse to the organization, so that through the organization's cooperation, such misuse will be stopped. It is advisable for the events supervisor to point out such misuses in writing. If continued misuse occurs, the events supervisor shall report the violations, in writing, to the superintendent who shall investigate the matter and determine whether the misuse of the auditorium shall prohibit the organization from using the District Three Community Auditorium.

B. DISTRICT USE OF THE DISTRICT THREE COMMUNITY AUDITORIUM (separate contract, forms, fee schedule)

1. District schools and organizations shall have priority usage of the Auditorium over outside organizations. However, the use of the Auditorium by district schools and organizations shall be within a reasonable, scheduled number of days appropriate for the scheduled activity as determined by the Facilities Use Coordinator.
2. The Facilities Use Coordinator shall give the district's schools and organizations an opportunity to schedule the District Three Community Auditorium for the ensuing school year in April of each year.
3. District schools and organizations shall use the Auditorium at no cost, with the exception of those listed on the Facilities Use Agreement (cost reimbursement only).

C. OUTSIDE ORGANIZATIONS' USE OF THE DISTRICT THREE COMMUNITY AUDITORIUM

1. Outside organizations shall submit the contract for use of the District Three Community Auditorium to the Auditorium Use Coordinator.
2. Outside organizations shall be charged the appropriate rate for use of the Auditorium per the appropriate Facilities Use Agreement and Fees Calculation Form.

D. PAYMENT OF RENTAL RATES

1. The using organization shall make its check(s) payable to Spartanburg County School District Three.

2. The using organization shall present its check(s) for payment of the rental deposit and final costs, payable to Spartanburg School District Three, to the Assistant Superintendent for Finance & Operations at PO Box 267, Glendale, SC 29346.