

# HCS D Facilities Use Form

1. Class “A” [Elementary](#) or [Secondary](#)– School Related Use (No rental charge or liability insurance required – under special circumstances a fee may be charged.) Examples:
  - a. Classroom teachers and coaches for classroom and athletic related activities.
  - b. Student public performances.
  - c. A school’s PTA/PTO unit for its meetings and activities.
  - d. A school board approved booster club(s) for their meetings and activities.
  - e. A school board approved student club(s) and organizations for their meetings and activities with the sponsor.
  - f. Volunteer programs such as parent centers, mentorship, etc.
  - g. In-service workshops and other staff development opportunities offered by or in cooperation with the school district for its employees.
2. Class “B” – [Governmental Use](#) (No rental charge or liability insurance required – under special circumstances a fee may be charged.) Examples
  - a. Department or agencies of local, county, state, or federal government and tax supported education institutions.
  - b. Voting precincts for local, state, and national elections and/or training.
  - c. Civil Defense
3. Class “C” – [Public Service](#) (No rental charge but liability insurance is required – under special circumstances a fee may be charged.) Non-profit, non-political groups, clubs, organizations, or individuals without paid staff, unrelated to school use, whose activities are philanthropic. Examples:
  - a. Civic club fundraisers
  - b. Charity,
  - c. Private citizens meeting with governmental officials,
  - d. Chamber of Commerce meetings, etc.
4. Class “D” – [Youth Associations](#) (No rental fee but liability insurance is required – under special circumstances a fee may be charged.)
5. Class “E & F ” – [Commercial Use](#) (Rental fee and liability insurance required.)

Groups, clubs, organizations with one or more paid staff or groups, clubs, or organizations whose members stand to profit materially as individuals, due to their membership, self-employed persons, and non-profit or for profit businesses who will not charge admission or solicit funds or sell or offer for sale merchandise or make any other authorized use of a facility or those which intend to charge admission and/or solicit funds and/or sell or offer for sale merchandise or make any other authorized use of a facility which due to such use would result in financial gain to the user. Class “E” commercial use includes but is not limited to piano recitals, church related meetings, beauty pageants, and adult athletic teams, gospel sings, etc. Class “F” commercial use includes but is not limited to church related meetings and promotional entertainment.

**“Liability Insurance Required” shall mean that the non-affiliated third-party shall provide the district with a certificate of insurance naming the Hancock County School District as an additional insured under such policy.**