

**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY KGF: COMMUNITY USE OF SCHOOL FACILITIES

FACILITIES	USE OF SCHOOL FACILITIES TIMECARDS	NO. 3.14.1 DATE: 8/16/04
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Contact: Director of Facilities

Once the principal or designee schedules an activity in the building and custodial coverage is scheduled for the activity, recording the overtime on timecards for proper accounting is important. **Timecards should be separated where charges are to be passed along to the user from those where charges are to be paid by the county.** Building supervisors are usually the responsible person for scheduling and coordinating overtime and reviewing timecards related to use of facilities overtime.

Groups to be assessed charges and those exempt are defined in the Guidelines for Use of School Facilities, Section 3.14. Please keep these timecards separate.

If times overlap between groups to be charged and groups exempt from charges, those hours of overlap should appear on the timecard related to the paying activity.

Since charges are billed directly from timecards, clearly print the words "TO BE BILLED" on the front of the card when the user group is to pay for custodial services. Also, please print the complete name of the user group(s) on the back of the timecard (i.e., Faith Baptist Church). If multiple users are in the building at the same time, indicate the specific times next to each name (Faith Baptist Church 8-12:00, Four Square Church 10-2:00).

REMEMBER -- TO BE BILLED timecards should be kept separately from **FREE USE** timecards. Do not record them on the same card.

Users agree to notify the Department of Facilities of the Carroll County Public Schools, in writing, within 24 hours, in the event that any officer, director, employee, or agent of the group/organization is reported to the Department of Social Services for child abuse or neglect, and further agree that the officer, director, employee, or agent shall not enter onto the property of the Carroll County Public Schools until permission is granted by the Carroll County Public Schools.