

**MEMO OF UNDERSTANDING REGARDING  
SHARED USE OF RECREATIONAL FACILITIES BETWEEN ATHENS-CLARKE  
COUNTY UNIFIED GOVERNMENT AND CLARKE COUNTY SCHOOL DISTRICT**

**PURPOSE**

Clarke County School District (CCSD) and Unified Government of Athens-Clarke County (ACC) recognize the financial and social benefits to the community entering into a partnership for the joint use of CCSD and ACC recreation property and facilities. The purpose of this Agreement is to maximize the educational and recreational facilities and opportunities for the residents of Athens-Clarke County in the most cost effective manner.

**GENERAL ADMINISTRATION**

**Single Point of Contact** – Each party shall appoint a single point of contact who shall be responsible for coordinating with the other to ensure that the various provisions of this Agreement are fulfilled.

**Facilities Covered** – CCSD and ACC agree to share the use of all recreational facilities (indoor/outdoor) and equipment when possible at those sites set forth in Exhibit A. Both parties agree to make all facilities available if the use does not interfere with the normal operational use of facilities for school / public purposes. Equipment may be used upon agreement of both parties and only after designated staff have been trained and authorized for use. Special considerations may be given to certain educational / recreational programs and uses.

**FACILITY MAINTENANCE**

**Repair and Maintenance Responsibilities** – Each party shall be responsible for maintaining their respective property in a state of good repair, providing day-to-day maintenance, janitorial services, and structural repair, and replacing or repairing any major equipment. Damage due to improper use by the other party may result in reimbursement of costs to repair.

**OPERATION**

**Contact** - A single point of contact shall be delegated for both ACC and CCSD. It is the intention of the parties to maximize the facility usage opportunities without conflict with school business or leisure operations. The single point of contact shall be responsible for ensuring that a written response to the request is provided. In the event a request is denied, the reason for denial shall be stated in the written response.

**Priority Use and Scheduling of Recreational Facilities** – When CCSD facilities are not being used by CCSD for its own purposes or other contractual obligations, ACC shall have first priority for their use and shall request such use through the CCSD's single point of contact.

When ACC facilities are not being used by ACC for its own purposes to include contractual obligations from outside agencies, CCSD shall have first priority for their use and shall request such use through the ACC's single point of contact

**Supervision of Activities and Regulation of Use** –CCSD and ACC shall be responsible for supervising their own scheduled activities at the other party's facilities. Use of CCSD and ACC facilities at all times shall comply with the applicable federal, state, or local law or the policies of either CCSD or ACC.

CCSD or ACC shall have the authority to deny use to or remove and individuals or groups whose activities are deemed to be unduly harmful to the park facility, school grounds, or facilities, or whose activities are in violation of federal, state, or local law or the policies or procedures of either CCSD or ACC.

ACC requires the following adult: student ratio for all CCSD usage of its facilities:  
Preschool or Elementary School- 1 adult: 10 students  
Middle or High School- 1 adult: 15 students


**Grievances-** If CCSD or ACC encounters significant concerns upon use of the other party's facilities, or experiences significant concerns because of the other party's usage of their facilities, those concerns should be relayed through the organizations recognized single point of contact who will notify pertinent staff and management to reach a mutually agreeable resolution.

#### COMPENSATION

No fees shall be charged to CCSD or ACC for the use of the subject facilities as described hereon unless use of the facilities requires staffing beyond normal duty hours, in which case an appropriate fee shall be assessed that is agreed upon by both parties. ACC reserves the right to charge for admission/entrance fees to performances or other programs.

#### LIABILITY AND INSURANCE

Liability of the parties to each other and to third parties shall be determined according to Georgia law.

  
\_\_\_\_\_  
Ted Gilbert, Associate Superintendent for District Services  
Clarke County School District

10-7-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kent Kilpatrick, Interim Director  
Athens-Clarke County Leisure Services

10/10/17  
\_\_\_\_\_  
Date

**EXHIBIT A**

Included facilities are those schools at which parks were established in accordance with the August 1997 Agreement and those leisure facilities as listed below and other sites that may be developed. CCSD and ACC shall have use rights to and will be responsible for the following sites during such use:

#### **ACC FACILITIES**

##### **Community Centers**

East Athens Community Center, 400 McKinley Drive  
Thomas Lay Community Center, 297 Hoyt Street  
Rocksprings Park, 290 Henderson Extension

##### **Community Parks**

Athens Tennis Center, 4460 Lexington Road  
Bishop Park, 705 Sunset Drive  
Trail Creek Park, 200 Trail Creek Street  
Holland Youth Sports Complex, 205 Vincent Drive  
Memorial Park, 293 Gran Ellen Drive  
Satterfield Park, 2950 Cherokee Road  
Southeast Clarke Park, 4440 Lexington Road

##### **Natural Resource Park**

Ben Burton Park, 616 Mitchell Bridge Road  
Dudley Park, 100 Dudley Park Road  
Greenway/Heritage trail  
North Oconee River Park, Martin Luther King Parkway  
Sandy Creek Nature Center, 205 Old Commerce Road  
Sandy Creek Park, 400 Holman Road

#### **CCSD FACILITIES**

##### **Elementary Schools**

Alps Road, 200 Alps Road  
Barnett Shoals, 3220 Barnett Shoals Road  
Barrow, 100 Pinecrest Drive  
Chase Street, 757 N. Chase Street  
Cleveland Road, 1700 Cleveland Road  
Howard B. Stroud, 715 Fourth Street  
Fowler Drive, 400 Fowler Drive  
Gaines, 900 Gaines School Road  
JJ Harris, 2300 Danielsville Road  
Oglethorpe Avenue, 1150 Oglethorpe Avenue  
Timothy Road, 1900 Timothy Road  
Whit Davis, 1450 Whit Davis Road  
Whitehead Road, 500 Whitehead Road  
Winterville, 305 Cherokee Road

##### **Middle Schools**

Burney-Harris-Lyons, 1600 Tallassee Road  
Clarke, 1235 Baxter Street  
Hilsman, 870 Gaines School Road  
W.R. Coile, 110 Old Elberton Road

##### **High Schools**

Cedar Shoals, 1300 Cedar Shoals Drive  
Clarke Central, 350 S. Milledge Avenue

**ACC / CCSD  
FACILITY REQUEST FORM**

*Purpose: This form should be completed by staff when requesting the shared use of facilities owned and operated by Athens Clarke County Leisure Services and/or the Clarke County School District.*

Requested Site (Park or School): \_\_\_\_\_

Facility to Be Used: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ Time(s) Needed: \_\_\_\_\_

Name of School and/or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Students/Participants: \_\_\_\_\_  
Number of Adult Chaperones (if applicable)\*: \_\_\_\_\_

\*See conditions of use for adult: student ratio.

Notes/Special Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS IS  
OK.  
Tom  
10-7-17

## Conditions of Use

By signing below, you are agreeing to the following terms and conditions:

- All stated rules of the host agency and the host facility must be followed. Any special instructions provided by site staff are to be followed.
- Sites should be treated with respect and left in the state in which they were found. Users are responsible for putting any trash into appropriate containers, cleaning up any litter they produce, placing tables and chairs in original positions, etc.
- Water balloons, water guns and any other water play toys are prohibited at all Leisure Services facilities unless specific permission is granted. Any activities that will likely create a good bit of debris or mess must be pre-approved.
- ACC requires the following supervision ratio for school groups visiting our parks:

Preschool or Elementary School: 1 adult/10 students

Middle or High School: 1 adult/15 students

- Any violation of the conditions of use may result in immediate termination of the event and/or charges for damaged property and/or the suspension of future activities by the school/group at the host site.

Requesting Teacher or Employee Signature: \_\_\_\_\_  
Signature of Teacher/Employee Date

Administration Approval: \_\_\_\_\_  
Signature of Principal/Division Administrator (if required) Date

**CCSD Liaison:** Send completed form to Sheila Briggs, CCSD Office.  
(briggssh@clarke.k12.ga.us.)

**ACC Liaison:** Send completed form to Leslie Trier, Events Coordinator  
(leslie.trier@athensclarkecounty.com)

*Approval / Denial will be sent to contact listed on the form, with copies going to each agency's liaison.*