

POLICY 7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies
- G. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes
- H. commercial or profit-making organizations or individuals offering services for profit

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law. Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Putnam County Disaster Chairman to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

R.C. 3313.75 - .79, 3501.29
P.L. 98-377

REGULATIONS FOR USE OF FACILITIES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 30 minutes prior to the activity and for 30 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services unless other arrangements have been made with the building principal.

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

****PLEASE RETURN COMPLETED FORM AVAILABLE BELOW****

KALIDA LOCAL SCHOOLS

REQUEST FOR USE OF SCHOOL FACILITIES AND/OR AUTHORIZATION

Today's Date _____

The undersigned requests approval for use of the Kalida School facilities as indicated below:

NAME OF ORGANIZATION _____

TYPE OF ORGANIZATION _____

(Civic, Social, Recreational, Family, etc.)

<u>School Building</u>	<u>Room</u>	<u>Equipment Requested</u>
High School _____	Auditeria _____	Chairs (#) _____
Elementary _____	Cafeteria _____	Tables (#) _____
	Community Room _____	Microphone/PA _____
	Classroom _____	DVD/VCR/TV _____
	Gymnasium _____	Projector _____
	Athletic Fields _____	Portable Screen _____
	Other _____	Audio Enhancement _____

DATES NEEDED: FROM _____ TO: _____ HOURS: FROM _____ TO: _____

NUMBER OF ATTENDEES _____

PURPOSE (Please be specific) _____

If admission fee is to be charged, state specifically what the proceeds are to be expended for:

I have received and read the Kalida Board of Education 7510 – USE OF DISTRICT FACILITIES and the REGULATIONS FOR USE OF FACILITIES and accept responsibility for meeting the requirements stated therein.

Signature of Applicant

Approved ()
Disapproved () _____

Authorizing Official

Address

Charge for this permit

Room Charge

Telephone Number

Extra

Total