

COMMUNITY USE OF SCHOOL FACILITIES

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

[Adoption date: October 19, 1998]

LEGAL REFS.: ORC 3311.215
3313.74; 3313.75; 3313.76; 3313.77; 3313.79
4303.26
Title VIII, § 801

CROSS REFS.: KGB, Public Conduct on District Property
KI, Public Solicitations in the Schools

COMMUNITY USE OF SCHOOL GROUNDS AND FACILITIES

The Board encourages the community use of school facilities and grounds. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

Conditions Governing Use of School Facilities and Grounds

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. The kitchen is not used by any group unless arrangements are made with the Superintendent.
8. There is no smoking in the building.
9. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.
10. The procedure for use of all athletic fields follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient police protection and adult supervision.
11. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.
12. Groups which use school facilities may be asked to provide liability insurance.

Permits

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent that the group/organization complies with all regulations and respects the property, equipment and grounds of the school.

A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property or grounds at the established rates and
5. possesses liability insurance.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent is responsible for approving or disapproving requests for such use.

1. Permits are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. A permit is not required for the Principal's use of the building for such purposes as holding conferences or small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the Principal is responsible for the care and security of the building.
2. A "Superintendent's Permit" must be issued on a designated form. The following conditions are to be observed:
 - A. Afternoon meetings must end by 6:00 p.m. and evening meetings by 11:00 p.m.
 - B. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
 - C. Permission must be obtained from the Principal for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.

- D. Snacks, only, may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
- E. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

Processing the Permit Application

Application forms are available in the office of the Superintendent. The application of a community group for a permit to use a school building or facilities is filed with the Superintendent at least 30 days prior to the date of the proposed use.

After the application is cleared by the Principal, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The Superintendent arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the Superintendent at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

(Approval date: October 19, 1998)

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

_____ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the _____ Board of Education or either party's agents or employees, or otherwise.

FACILITY USAGE POLICY

It shall be the policy of the Southeast Local Board of Education to rent facilities only to groups comprised of residents of our District. Groups shall designate a contact person and said person will be responsible for the payment of the rental fees. Payment shall be made monthly to the Treasurer for groups using facilities on a weekly basis. If paying by check, the check should be made payable to Southeast Local School District. This person shall also assume responsibility for any damages caused by the group to school facilities.

The Board reserves the right to cancel at any time.

1. Waynedale High School

Gymnasium	\$20.00 first hour \$10.00 each additional or fractional hour
Kitchen	\$35.00 per event
Cafeteria	\$35.00 per event

2. John R. Lea Middle School

Gymnasium	\$20.00 first hour \$10.00 each additional or fractional hour
Kitchen	\$30.00 per event
Cafeteria	\$30.00 per event
Auditorium	\$30.00 per event

3. Elementary Buildings

Auditorium-Gym	\$25.00 per event
Kitchen	\$30.00 per event
Cafeteria	\$30.00 per event
Rooms	\$20.00 per room per event

4. Custodian Rate - All Facilities

The rate of the current salary schedule will be charged for custodial services. Minimum time of two hours will be charged. Applies only when custodian is not normally on duty. Time to be figured at time and one-half plus fringes if custodian has worked 40 hours during the week.