



South-Western City School District

Business Services

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7510 - USE OF DISTRICT PREMISES

The Board of Education believes that school premises 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.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization and has been approved.

School premises 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 (including giving instructions in any branch of education, learning, or the arts)
- 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. uses related to the public library, including a station for a public library or reading room
- H. community organizations or groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) formed or gathered for

1. charitable,
2. civic,
3. social,
4. religious,
5. recreational (e.g., indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or pleasure), and/or
6. educational

purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public

School premises may be made available for commercial or profit-making organizations or individuals offering services for profit.

School premises shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. School premises shall be free of charge and available only during non-school hours. Users shall abide by all District policies, guidelines, and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

The use of school premises shall not be granted for any purpose that is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises 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/Designee should meet with the appropriate local officials 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)

The Superintendent/Designee shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises 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.

- C. 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 school premises.

7510A - USE OF DISTRICT PREMISES

Applications

Any organization or individual desiring to use District premises shall complete an application and submit it to the Business Office for approval.

- A. If required, complete applications for premises use, when charges are involved, must be accompanied by a deposit.
- B. The building principal or his/her designee shall clear each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school premises on the basis of Board policy.
- C. The Business Manager will approve all requests and send a photocopy of the request to the building administrator. If the application is not approved, all deposits, if required, included with the application will be returned with the application.
- D. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- E. Each applicant shall submit, prior to approval, proof of liability insurance covering facility use in the amount designated by the South-Western City Schools.
- F. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school premises and reserves first claim to the use of its own property. Cancellations may be issued by the Business Office **with or without due notice**. All approvals are to be granted with this understanding. The entire deposit is refundable when forty-eight (48) hours notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- G. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of school premises or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with Policy 7434. All users are responsible for complying with this regulation.
- D. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- E. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- F. Decorations must be fireproof and shall 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.
- G. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- H. 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.
- I. 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.
- J. Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved. The user group is responsible to pay for these custodial fees.
- K. 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.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

- M. 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 appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- N. 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.
- O. 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 aisleways.
- P. The District will not be responsible for any loss of valuables or personal property.
- Q. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- R. Non-marking gym shoes must be worn when using any gymnasium floor.

FEE FOR USE OF DISTRICT BUILDINGS

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- A. The use of District facilities for activities related to the educational program and District operations shall be without cost to the users.
- B. All other organizations or persons granted the use of schools shall assume the charges as indicated and the cost of such additional staff services as may be required.

7510B - CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

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| Category 1 | School Related Groups | No hourly fee |
| Category 2 | Non-profit youth athletic groups | \$5 per hour |
| Category 3 | Government | No hourly fee |
| Category 4 | General Public/Non-profit groups/Individuals | \$30 hourly fee |
| Category 5 | For Profit Groups | \$100 hourly fee |

- Rental fees are assessed per area and do not include required custodial costs or other needed support personnel costs.

- Weekend and evening summer facility rentals will include one (1) hour of custodial time for set-up and two (2) hours minimum for clean-up after an event.
- If multiple groups are sharing the facilities, custodial fees may be split assuming the group size does not exceed 150 people.
- School related groups using the facilities outside of normal working custodial working hours will be responsible for custodial costs.
- The District may assign additional custodial staff based upon the requirements of the use. The user will be responsible for the associated costs.

Custodial Fees

Monday through Friday

No custodial fees will be added to the base fee between 6:30 p.m. and 10:00 p.m.

Saturday

The rate of \$31.00 per hour will be added to the base fee.

Sunday

The rate of \$41.00 per hour will be added to the base fee.

Cooks and Auditorium Support Personnel

Monday through Saturday

The rate of \$30.00 per hour will be applied.

Sunday

The rate of \$40.00 per hour will be applied.

Group Size

A second custodian may be required for groups of 150 people or more.

7510C - SUPERVISION OF RENTED SCHOOL PREMISES

- A. Each group requesting the use of District premises must use the services of a District custodian, except as exempted by the administrator in charge of the building or other authorized administrator, and must pay for such services.
- B. Each group requesting the use of District premises 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 premises.
- C. 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.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District premises.
- E. The custodian on duty is directed not to open/provide access to school premises until the supervisor for the sponsoring group is on duty.