

NEWTON FALLS EXEMPTED VILLAGE SCHOOL DISTRICT

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PROCEDURES FOR APPLYING FOR COMMUNITY USE OF SCHOOL FACILITIES

1. Applications are available in the superintendent's office. Packets include the application form and a copy of Board Policy KG-R
2. Return completed application indicating specific rooms or areas that are requested. Please note that the individual/organization is signing-off on the HOLD HARMLESS liability of the school district. In some cases the district may ask for proof of insurance coverage for the event.
3. The superintendent/building principals will check for any scheduling conflicts that arise with normally scheduled school events or previously approved community use.
4. The Board of Education or their designee when approving an event will return a signed copy to the applicant.
5. Charges for custodial coverage/cafeateria supervision will be billed by the treasurer's office. All payments are to be made to the Newton Falls Exempted Village School District's treasurer. All payments must be made within 30 days of billing.

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

The Board encourages the proper community use of school facilities. 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

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 will be used for commercial or personal gain.
3. No building will be 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 will 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 will be cancelled or postponed.
6. Buildings will not be used for recreation by outside groups on Sundays or legal holidays.
7. Building use will not be permitted for private individual or family affairs. Buildings are to be reserved for community group use only.
8. No group will, under any circumstances, tamper with any electrical or heating controls.
9. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present.
10. There will be no smoking in the building.
11. 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.
12. The procedure for use of the football stadium will follow the conditions outlined for the use of the buildings. Special emphasis will be given to providing police protection and adult supervision.
13. School-sponsored 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.

14. Groups which use school facilities must present either a waiver of liability or evidence of possession of liability insurance.

Permits

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

A sponsoring organization or group will indicate that it:

1. intends to provide a program which will promote the welfare of the community and be for community purposes;
2. will guarantee orderly behavior,
3. will underwrite any damages due to its use of the premises and
4. will pay for the use of equipment, property or grounds at the established rates.

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 working in his/her office or holding conferences, small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the principal will be 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 10:00 p.m.
 - B. Fees will be 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 will be 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 to 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 will be 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 will be sent back to the Superintendent at least 10 days in advance of anticipated use. The building principal will arrange for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official will notify the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

Use of School 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 building principal at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware will require the assignment of a lunchroom employee.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure; therefore, it will be 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.

Schedule of Fees for Use of School Facilities

High School Gym	\$10.00 per hour
Auditorium (admission charged)	20.00 per hour
Cafeteria/Commons	
Junior High Gym	10.00 per hour
(admission charged)	16.00 per hour
Arlington & Middle School	10.00 per hour
Multi-purpose Room	
(admission charged)	15.00 per hour
Classrooms	5.00 per hour
Kitchen:	
Arlington	10.00 per hour
Middle	10.00 per hour
High School	10.00 per hour
Football Fields/Track	Actual Costs

(Approval date: August 13, 2003)

**APPLICATION FOR NEWTON FALLS EXEMPTED VILLAGE SCHOOLS
BUILDING USE**

Name of Group _____ Date of Application _____

Person Responsible _____ Title _____

Address _____ City _____ Phone _____

Event Date(s) Requested _____ Time(s) _____

Reason For Use Of Facility: _____

I (We) agree to see that order is maintained and that all school property is fully protected. We understand that there is no smoking permitted, use of any kind of alcohol or liquor, indecent language, or any type of behavior, which would be incompatible with the maintaining of proper moral standards. Payment must be made within thirty (30) days after billing. I have received a copy of Board Policy KG-R, Use of School Facilities. I understand it and will abide by it. I (We) indemnify the Newton Falls Schools, the Board of Education, Treasurer, their agents and employees assign and hold them harmless against any and all claims, demands, suits, or other forms of liability that may arise from our use of school facilities and property.

Applicant – _____ Date _____
Must be a Newton Falls School District Resident

(For School Use Only)

I (We) request the following:

- | | |
|--|----------------------|
| _____ High School Gymnasium* | Fee \$10.00 per hour |
| _____ Auditorium (admission charge)* | Fee \$20.00 per hour |
| _____ Cafeteria/Commons* | Fee \$20.00 per hour |
| _____ Junior High Gymnasium* | Fee \$10.00 per hour |
| (Admission charged) | Fee \$16.00 per hour |
| _____ Elementary & Middle School gyms* | Fee \$10.00 per hour |
| _____ Multi-purpose Room w/Admission* | Fee \$15.00 per hour |
| _____ Classrooms | Fee \$ 5.00 per hour |
| _____ Kitchen – Elementary* | Fee \$10.00 per hour |
| _____ Kitchen – Middle School* | Fee \$10.00 per hour |
| _____ Kitchen – Jr./Sr. High School* | Fee \$10.00 per hour |
| _____ High School Football Fields/Track* | Fee \$ Actual Costs |

* Hourly custodial and cafeteria fees are applied to facility use on weekend events.

Building Principal _____ Date _____

Superintendent of Schools _____ Date _____

Copies: User Treasurer Athletic Director File Superintendent

Principal/Supervisor Buildings & Grounds Supervisor