

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education believes that the community should be encouraged to make use of the school facilities of this District. Recognizing, of course, that the primary use of these buildings must be for the education of young people, the District will make every attempt, within the statutes of the State of Ohio, to allow use by the community when the buildings are not being used for their major purpose.

The Board may permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization, or a group of at least seven citizens. The District facilities may be used for:

- A. Social centers for the entertainment and education of the people;
- B. Discussion of all topics tending to the development of personal character and of civil welfare, and for religious exercises;
- C. Giving instructions in any branch of education, learning, or the arts;
- D. Holding educational, religious, civic, social, or recreational meetings and entertainments, and for such other purposes as promote the welfare of the community; provided such meetings and entertainments shall be nonexclusive and open to the general public;
- E. Public library purposes, as a station for a public library, or as reading rooms; or
- F. Polling places, for holding elections and for the registrations of voters, or for holding grange or similar meetings.

When there are competing interests, approval may be given according to the following priorities:

- A. Uses directly related to the schools and the operations of the schools;
- B. Uses for the registration of voters and conduct of elections;
- C. Uses and organizations indirectly related to the schools, including the PTA, PTO;
- D. Community organizations formed for charitable, civic, social or educational purposes;
- E. Departments or agencies of the municipal government; and
- F. All other organizations or persons granted the use of schools.

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 and/or possession.

The Board reserves the right to override school use permission granted by the Administration.

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

The Board reserves the right to grant use of school facilities without cost or at a reduced cost to the following: student organizations, school boosters, education associations, PTA/PTO, and local civic groups.

All other organizations or persons shall pay a fee and be responsible for any extra custodial and/or police or security fees.

No liability shall attach to the District or any of its employees and officers specifically as a consequence of permitting access to these facilities. Groups utilizing school facilities agree to defend, hold harmless, and indemnify the Board against any legal liability with respect to bodily injury, death, or property damage arising from the negligent use of Board facilities. All groups utilizing school facilities shall be required to carry liability insurance which names the Board, its members and employees as additional insureds, and which meets with the approval of the Board. Copies of said liability policy(ies) shall be attached to the form requesting use of the facility.

The contracting group or organization must assume complete responsibility for:

- A. Breakage or other damage to the building or equipment;
- B. The enforcement of any special rules of the Board;
- C. The general conduct of all persons while they are in or about school property; and
- D. General security, traffic and parking controls associated with the event or activity for which the school facilities have been rented.
- E. Any infringement on copyright laws including the showing of commercial movies or programs with copyrighted content.

The contracting group organization shall further sign a form indicating that it will follow all federal, state and municipal laws, rules and ordinances during the use of the facility, including any laws restricting the display, exhibition or performance of copyrighted works. The

contracting group or organization shall further agree on this form that it will comply with all District policies and procedures.

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 entire 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.

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 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. Non-school-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. The applicant must be a resident of Newton Falls.

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 uses.

1. Permits are not required for activities such as school activities on school day 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 card 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.

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 operated 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	20.00 per hour
Jr. High Gymnasium	10.00 per hour
(Admission Charged)	16.00 per hour
Elementary/Middle School	10.00 per hour
Multi-purpose Room	10.00 per hour
(Admission Charged)	15.00 per hour
Classrooms	5.00 per hour
Kitchen - Districtwide	10.00 per hour
Football Fields/Track	Actual Costs

LEGAL REFS: O.R.C. §§3313.75; 3313.76; 3313.77; 20 U.S.C. §4071 et seq.

Adopted: _____

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 9.38, 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 Rev. 10/27/11