



Book	Administrative Guideline Manual
Section	7000 Property
Title	COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)
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7510 - 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. (See Form 7510 F1 and Form 7510 F2)

Conditions Governing Use of School Facilities

- A. 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.
- B. All activities must be scheduled with the Facilities Coordinator.
- C. On days when school is closed because of snow or other calamity, all activities scheduled for that date will be canceled or postponed unless, at the principal's discretion, conditions become favorable.
- D. No group will, under any circumstances, tamper with any electrical or heating controls.
- E. The kitchen will be used by any group only if arrangements have been made with cafeteria supervisor.
- F. There will be no smoking in the gym or other parts of the building. There will be no alcoholic beverages on Board owned property used for school purposes.
- G. 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.
- H. School-sponsored student 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.
- I. The Board may request groups which use school facilities to 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 School District wants 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:

- A. intends to provide a program which will promote the welfare of the community and be for community purposes;
- B. will guarantee orderly behavior;
- C. will underwrite any damages due to its use of the premises;
- D. will pay for the use of equipment, property or grounds at the established rates; and
- E. must present to the District either a waiver of liability or evidence of possession of 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, or designee, is responsible for approving or disapproving requests for such use.

- A. Community groups desiring to use the school gymnasium facilities during the time that a janitor is on duty will not be charged unless it is desired that the activity be afforded to only a select few.
- B. Exceptions will be considered only by the Board of Education.
- C. A "Superintendent's Permit" must be issued on a designated form. The following conditions are to be observed:
 - 1. Evening meetings must end by 10:00 p.m.
 - 2. 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.
 - 3. 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.
 - 4. 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.
 - 5. 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.
- D. The right to revoke a permit at any time is reserved.

Processing the Permit Application

Community booking of district facilities will be completed using an online form at the district website. (The application of a community group for a permit to use a school building or facilities will be filed with the Superintendent at least thirty (30) days prior to the date of the proposed use.)

After the application is cleared by the Facilities Coordinator, it will be sent back to the Superintendent at least ten (10) days in advance of anticipated use. The Facilities Coordinator will arrange for special custodial or kitchen help if needed. 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 (7) 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 Facilities Coordinator at the time the application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware will normally 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.

Use of Athletic Fields and Facilities

This policy shall govern the use of the athletic facilities owned by Fort Recovery Local Schools as well as the leased property from the FR Athletic Boosters, Inc. (Barrenbrugge Park). These facilities include:

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|--|---------------------------|
| - Track | - Practice Football Field |
| - Football Field | - HS Gym |
| - Baseball Field | - MS Gym |
| - Softball Field | - Weight Rooms |
| - Band Field | -EMS Auditeria |
| -Jerome & Maurice Athletic Training Facility | -Community Room |

The basic purpose of these public school facilities is to provide the youth of the community a sound education program. First priority for use of the facilities will be regular school purposes. Regular school purposes is defined as any pk-12 school board sponsored club, sport, or program conducted under the supervision of a board approved advisor/coach. These groups will not be charged. Proper use of the facilities by non-school organizations shall be encouraged within the context of the Board Policy KG-, KG-R, and KG-E.

The following regulations should be followed for the use of school fields and facilities:

- A. All athletic facilities listed above will be scheduled for use through the Facilities Coordinator.
- B. Having received a request for use of the facility, Facilities Coordinator shall check the schedule.
- C. If the schedule is clear, the Facilities Coordinator shall inform the requestor and schedule the time.
- D. Proper paperwork must be filed.
- E. Requests for the use of facilities should be turned in to allow time for the school staff to check for conflicts. S/He will need to check with: custodians and maintenance workers, coaches, teachers, others. This can take some time.
- F. Those using the facilities should take care to make sure there is no damage done beyond normal wear and tear due to the nature of the activity.

It may be necessary to limit use in certain areas if facilities or fields are showing damage from overuse. This shall be determined by the Fort Recovery Local Schools administration. Custodians and maintenance workers shall pass on information of possible damage to the Facilities Coordinator who will then investigate.

COMMUNITY USE OF FACILITIES

(Schedule of Costs)

Rental of HS Gymnasium, HS Commons, Elem./MS Gymnasium, Elem./MS Auditeria, athletic fields:

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| A. | School support organizations and community groups involving only Fort Recovery school aged children. (i.e. youth sports teams, FRYSO, booster clubs, etc.) | No Charge |
| B. | Business Usage | \$450 per event |
| C. | Charitable/Civic | Charges will be assessed based on event needs (i.e. set-up, tear down, janitorial, etc.). See rates below |

D. AAU/Club Usage

See Athletic Director
\$20/hour

Use of Regular Classroom - \$15.00/per hour

Janitor charge will be \$20.00/ per hour – minimum of one (1) hour up to a maximum charge of \$300.00.

Janitorial charges can include event set-up/tear down, assistance with moving/setting up equipment, door entry programming, key distribution, clean-up, etc.

Some situations may require a key deposit. This will be reviewed during the application process with the Facilities Coordinator.

The user is responsible for parking attendants and police protection.

Any exceptions on the arrangements will be considered only by the Board of Education or its designee.

Revised 11/26/13