

MORROW COUNTY SCHOOL DISTRICT FACILITY USE POLICY

Use of School Building and Facilities

The Board of Education shall be responsible for the care and upkeep of the district's buildings and other facilities. They shall have the authority to open any or all school buildings for what they deem to be appropriate use of said buildings by community organizations, according to the terms and conditions set forth in district policy (#8250 & 8255).

A. Application for Facility Use

1. Local community groups shall make their requests through the school administrator to the local school advisory committee. Written requests for building use shall be made by the organization to the building principal at least two weeks in advance of the intended use, and on an as-available basis thereafter.
2. The building principal shall provide the organization with a Building Use Application (contract) to be completed and signed, then returned to the principal for his/her approval. The application will include the terms and conditions of usage and shall become binding on the district only when signed by the principal or other bonded designee.
3. It is recognized that school facilities are intended primarily for the benefit of public education and that use by the community is an important but secondary function of the facilities. Therefore, school use of facilities shall have priority over other community uses and shall pre-empt public uses as necessary.
4. The following is a list of organizations, which by their nature and purpose, usually implement programs primarily for the benefit of school-age youth. Subject to the approval of the administration and local advisory committee, these organizations may use the building/facilities without rental costs. Scouts, Campfire, 4-H Clubs, Parent Teacher Club, State/County/National elections, Youth Basketball Association, Little League, local Blue Mt Community College classes.

Any use of the school facilities and equipment by any person for private purposes, especially for private gain, is discouraged and may be prohibited, except as authorized by the local advisory committee.

5. Appeals will be handled in accordance with district procedure on public complaints.

B. Facility Use Decisions

1. The building principal in accordance with district policy shall decide whether or not to approve the application within thirty days or the next advisory committee meeting.
2. Permission to use district facilities shall be given without regard to religious or political affiliation. However, no usage will be permitted for the purpose commonly understood as a "revival meeting," or for regularly scheduled religious services.
3. No organization shall be eligible to use school facilities when, in the judgment of the decision-making authority, the activities proposed are detrimental to the building or its contents or unacceptable to the community or not in the public interest.
4. Cafeteria kitchens are not normally available for use by outside organizations. If use of the kitchen is necessary, care must be taken to keep school food supplies secure and school equipment properly used. Children are not allowed in the kitchen areas. A \$100 deposit is required if the kitchen is used (stoves, other equipment). A school employee must be present when kitchens are used.

Specific rules and procedures for the use of a building's kitchen facilities shall be created and made available to kitchen users prior to the signing of the Use Contract.

5. Violation of the terms and conditions of the Use Contract shall constitute grounds for revocation of the contract and for refusal of permission to use the facilities at any future time.

C. Responsibilities of the User.

1. An authorized use of district facilities is not transferable to another organization or individual.
2. The user shall be responsible for the CONDUCT AND CONTROL OF BOTH PATRONS AND PARTICIPANTS AND SHALL SEE THAT ALL SAFETY LAWS AND REGULATIONS ARE FOLLOWED.
3. The user will be required to provide the district with a Certificate of Insurance documenting adequate liability insurance coverage.
4. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings or on school grounds.
5. The user shall confine the use of facilities to the area or areas specified in the contract. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls.

D. Facility Use Fees

1. The district shall, subject to the terms of its policies, charge certain fees to offset costs incurred by the district when facilities are used by the community or private users. Organizations shall be informed of the applicable fees before the facility use agreement is completed.
2. The amount of the required fees or conditions for exemption from such fees, shall be set forth in the policy's "Building Use Fee Schedule" which shall be available at each school site.
3. A school employee is required to be on duty or in attendance during the entire time a building is in use because of the district's liability issues. Said employee is responsible for securing the building and for proper use of the facility. If the use of the facility is at a time when no custodian or other regular employee is on duty, a fee will be charged to cover this cost. This applies to all organizations, even those who are not charged a rental fee.

Note: This fee may be waived if the organization can prove to the district's satisfaction, that it has assigned supervisors who will ensure safety and security during the event. Local advisory committee will participate in this decision.

4. If the user requires use of additional school furniture or equipment, it will be so designated in the written request for building use. Any charges for such items will be included in the Use Contract. Custodial staff is not authorized to provide or allow use of additional furniture and equipment not included in the Use Contract.
5. Fees from all district facility use will be paid to the district business office and be accounted for as revenue to the district.
6. For use of gyms, cafeterias and other large-group areas, the district shall charge a damage deposit of up to \$100 to be collected at the time the Use Contract is signed. The deposit shall be refundable, less the amount of any damage attributable to use by the organization which has signed the building's Use Contract. The appropriate building principal shall determine the extend of any damage and withhold reimbursement, but shall notify in writing any organization whose damage deposit is reduced, of the reasons for such reduction.

USE OF SCHOOL FACILITIES APPLICATION

(School Address and phone number go here)



NAME OF APPLICANT/ORGANIZATION

TODAY'S DATE

Applicant requests the use of the following:

Facilities _____

Equipment _____

School Personnel _____

Activity _____

Open to the public? yes no
(circle one)
Admission fee? yes no
(circle one)

Gratuity or admission charge will go to _____

Date(s) and time(s) for which the facilities are requested:

From _____ on _____, _____
Time Day(s) of the week Date

To _____ on _____, _____
Time Day (s) of the week Date

Facilities will be under the direct supervision of: _____
Print Name of Responsible Party

Insurance coverage will be provided by*: _____

Name of Insurance Company _____

Policy Number _____

Amount of Liability Coverage \$ _____

*Certificate of Insurance is required

Applicant agrees to the following:

1. Morrow County School District will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party.
2. Reimbursement will be made to Morrow County School District for any and all damage to the facility.
3. The usual fees/charges applicable to such use established by the district will be paid in advance.
4. Morrow County School District retains the right to revoke permission at any time if conditions or requirements are violated.
5. Request will not be approved unless all information is provided. Application is considered current only until the last day of May. A new form must be submitted each year.
6. An authorized use of district facilities is not transferable to another organization or individual. Misuse of this policy will result in the privilege being revoked.
7. The user shall be responsible for the CONDUCT AND CONTROL OF BOTH PATRONS AND PARTICIPANTS AND SHALL SEE THAT ALL SAFETY LAWS AND REGULATIONS ARE FOLLOWED.
8. The user will be required to provide the district with a Certificate of Insurance documenting adequate liability insurance coverage.
9. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings or on school grounds.
10. The user shall confine the use of facilities to the area or areas specified in the contract. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls.
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Note: This fee may be waived if the organization can prove to the district's satisfaction, that it has assigned supervisors who will ensure safety and security during the event. Local advisory committee will participate in this decision.

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17. Coaches/Advisors agree to the school facility use as outlined in the Interscholastic Summer Facility Use policy as outlined in the Morrow County School District policy handbook.

Signature and Title of Responsible Party

Mailing Address

Phone Number: Home & Business

Copy of Food Handler's License (if applicable)



FACILITY USE FEE SCHEDULE

Schedule A Covers use of facilities by schools and organizations cooperating with schools to implement or produce programs primarily for the benefit of school-age youth.

Schedule B Government and non-profit organizations recognized under section 501c of the Internal Revenue Service code or legitimately sheltered under the umbrella of another 501c Organization or individuals engaged in charitable activities, the entire proceeds of which (less expenses) will be donated to a government or non-profit organization as defined.

Schedule C All other users.

Regular Rates (hourly)
(for hours when school personnel are normally on duty)

	A	B	C
Classroom	0	\$5/hr	\$10/hr
Library	0	\$10/hr	\$20/hr
Cafeteria	0	\$10/hr	\$20/hr
Stage/auditorium	0	\$10/hr	\$20/hr
Kitchen	0	\$10/hr	\$20/hr
Large gyms	0	\$6/hr	\$12/hr
Small gyms	0	\$4/hr	\$8/hr

Additional Charges:

Applies to all users. When charges apply, users are to be informed by the building principal of intent to charge and applicable hourly rates before the Facility Use Contract is signed.

Kitchen personnel \$12/hr
Custodial personnel (for time spent outside regular school hours) \$12/hr



REQUEST IS: APPROVED _____ DENIED _____
FEE: AMOUNT \$ _____ WAIVED _____

Signature of School Representative Today's Date



(To be completed at time key is checked out)

Key # Signature of responsible party Signature of person issuing key Today's Date