

Conneaut School District

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: May 9, 1984

REVISED: August 10, 2011

707. USE OF SCHOOL FACILITIES	
<p>1. Purpose SC 775</p>	<p>The Conneaut School District upon request and subject to the following conditions, procedures and fees, hereby adopts a policy to permit the general public in a limited open public forum the short term use of school facilities, or portions thereof, and of the grounds and other property under its control, when such facilities are not in actual use for school purposes.</p> <p>The Board of School Directors encourages the use of all district facilities by responsible community organizations and individuals for:</p> <ol style="list-style-type: none">1. Giving instruction in any brand of education or the arts.2. Holding educational, civic, social or recreational meetings and entertainments.3. Other purposes which promote the welfare of the community.
<p>2. Authority SC 511</p>	<p>The Conneaut School District Board of School Directors has granted permission to the Superintendent to authorize the use of the school facilities and school equipment in accordance with Board policy and in the following order of priority and by the following classes:</p> <p><u>Class A: School District Related Activities</u></p> <p>School District related activities can include, but are not limited to the following:</p> <ol style="list-style-type: none">1. Conneaut School District students who are authorized and supervised to conduct programs directly related to school curriculum.2. Adult extension course, summer school.3. Business meetings of direct school support organizations.4. Educational or professional meetings of Conneaut School District employee groups.5. PTA/PTO and Booster Organizations

6. School Related Youth Programs
7. Organizations donating directly to the district General Fund all profits from a particular event for which a Facility Use Contract is approved.

Rental of facility fees are waived. Custodial, Cafeteria and Technology fees will be assessed for those personnel not otherwise scheduled to be on duty and for applicable contracted custodial services. The Board of Education reserves the right to waive all fees if appropriate.

Class B: Non-Profit Resident Organizations

An organization having their offices in Conneaut School District that exist for service to the community and/or qualify under Internal Revenue Service rules as non-profit organizations and its purpose for the request of the use of the facility is for a non-profit reason. These can be for, but are not limited to meetings of Community Support Organizations such as Kiwanis, Lions' Club, Chamber of Commerce, Rotary, etc.

1. Rental fee and any other applicable fees may apply. See schedule of fees and general conditions. Board of Education reserves the right to waive all fees if appropriate.

Class C: Non Resident Non-Profit Organizations

Organizations having their offices outside Conneaut School District that exist for service to the community and that qualify under Internal Revenue Service rules as non-profit organizations. In order to qualify for this classification, the purpose for the request of the use of the facility must be for a non-profit reason.

Rental fee and applicable fees will apply. See schedule of fees and general conditions.

Class D: Profit

Private Interest Groups, including any organization existing as a commercial or profit-making organization.

Rental fee and applicable fees will apply. See schedule of fees and general conditions.

Class E: County, District and State Tournaments or Playoff Games

Fees to be negotiated by the Athletic Director, Building Principal and Superintendent. Superintendent is to include in monthly report to Board.

<p>3. Delegation of Responsibility</p>	<p><u>General Conditions</u></p> <ol style="list-style-type: none">1. School functions have priority for use of any kind and all facilities. The School District reserves the right to cancel, reschedule or relocate any use of school facilities without prior notice. An effort will be made to contact the organization representative as soon as any conflict in scheduling is determined.2. A date which has been cleared and assigned for a nonschool group (Class B, C, D) may be changed only by the Board for good reason, which shall be presented in writing. In the event that the next scheduled board meeting is after the requested date, the Superintendent can act in lieu of the Board for approval.3. The use of school facilities shall not be granted for partisan political activities, private social functions, church services or any purpose prohibited by law.4. Facilities will not be available on Sundays or holidays, except with prior board approval, nor will facilities be available on any day schools are closed due to weather or other emergencies.5. Any group or person using any facility of the district shall be totally responsible for any and all damages which happen during the time when the building/grounds are being used by the group/person whose name appears on the Facility Use Request form. The group/person will be billed for such damages and shall be required to make payment to the school district for these damages within ten (10) days of the billing date. It is also the responsibility of the group/person renting said facilities/grounds to file the claim(s), etc., with the insurance company if the organization has said coverage.6. Facility use hours are calculated from the time the first person enters until the last person leaves. All activities must terminate by 12:00 midnight with the exception of "Prom to Dawn". Other exceptions will require the Superintendent's recommendation and Board approval.7. A responsible adult representative from the organization desiring to use the school facilities must fill out and sign the Facility Use Request form located in the school office. Adequate adult supervision is required for all activities. Chaperones, attendants, supervisors, scoutmasters, etc. shall remain at the facility until all persons have left.8. Custodial fees will be paid in addition to the schedule of fees if deemed necessary.9. The kitchen facilities of the cafeteria shall never be used without the presence of the Cafeteria Supervisor or personnel designated by the Supervisor. A fee for this service will be added to the schedule of fees. School breakfast/lunch supplies shall not be used.
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10. Proper shoes shall be used in the gym at all times.
11. The presence of a uniformed police officer may be required for all public events if deemed necessary by the district and will be at the expense of the organization using the facility.
12. Organizations will be responsible for keeping all fire lanes and driveways open. Organizations will employ Parking Supervision if deemed necessary by the district.
13. Approval for use of school equipment will be granted only when a skilled operator is named and charges will be assessed per the fee schedule. Users of school equipment will be liable for damage to or loss of such equipment.
14. All groups must stay within their contracted area.
15. Each group will supply their own materials unless otherwise noted on application.
16. All groups are responsible for cleaning up their own materials.
17. All games of chance conducted on school property must have a legal authorized license to operate such games of chance. A copy of said license shall be submitted to the Business Manager's office prior to the commencement of games of chance.
18. Organizations will be financially responsible for activating security alarms and/or false fire alarms.
19. Organizations cannot privately negotiate with an employee or contracted service provider of the district to work at an event. However, employees may donate their time to work at an event. Any donation of time must be clear and in writing between the organization and the volunteer.
20. No group or person receiving a Facility Use Contract shall assign their rights under such contract to another group or person.
21. Any event or request that has been approved by the Board prior to the enactment of this revised policy will be grandfathered.
22. The district shall not be responsible for props, non-school equipment and/or personal items belonging to persons using school facilities.
23. A violation of these prohibitions may result in the revocation of any grant of school facility use.

Use of Alcohol, Illegal Drugs and Controlled Substances

Groups seeking to use school facilities are reminded that the Board has established policies prohibiting the use of tobacco products in school buildings, possession, use, sale, distribution of any illegal drug or controlled substance, mood altering chemical, or alcohol products on school property, or possession or bringing of any weapon onto school property. These policies shall apply equally to groups seeking use of school facilities. Groups are reminded that they are not only responsible for the conduct of their members, but also their patrons. **As a condition of the grant of school facility use, groups shall covenant and agree to enforce these policies. A violation of these prohibitions may result in the revocation of any grant of school facility use in the future.**

Liability of Sponsoring Group or Person

Each sponsoring group or person in Classes B, C, D must submit, along with the Facility Use Request form. (See Policy 707).

1. A certificate of insurance that said group or person will have liability insurance in effect on the date(s) of usage with limits of \$1,000,000 per person and \$1,000,000 per each occurrence and \$2,000,000 general aggregate.
2. Each group or person will also agree to sign an indemnification form which will hold harmless the district for any and all liabilities, included counsel fees imposed on the district for the negligence of the district or the negligence of others arising from said usage. The indemnification forms are available in the school office.

Use of Facilities in Emergency:

The Conneaut School District recognizes the importance of availability of facilities in time of emergency. In order to be of public service and to be able to react quickly in times of emergency the Board has granted the Superintendent the authority to declare an emergency for purposes of this policy and has granted him/her the authority to use buildings and facilities to the best advantage during emergencies regarding mass care or other emergency services to the community.

Procedures to be used in filling a Facility Use Request Form

Persons or groups wishing to use a facility shall first go to the Building Principal in charge of the facility. He/She shall, if the date requested is clear, submit a "Request for Facilities Use Form." Request for Athletic Fields must go to the Building Principal Class A, B

- a. Facility Use Request shall be in the Building Principal's office no later than two weeks prior to the proposed date of use.
- b. Building Principal must approve facility use request. Superintendent and/or Board of Education approval is not required unless the request requires the assignment of

<p>School code 511, 775</p>	<p>district personnel or district contracted service providers, or requires a request to waive fees. Where special requests are being made, the requests should be submitted no later than four weeks prior to the requested date of the event. All such permission granted to nonprofit agencies and organizations shall be included in the monthly Superintendent's Report to the Board.</p> <p>2. Class C,D</p> <p>a. Facility Use Request shall be in the District Administration Office no later than six weeks prior to the proposed date of use.</p> <p>b. If the requested date for the facility use is available, the Business Manager must contact the Director of Facilities, Cafeteria Supervisor (Kitchen Use Only), and/or the Technology Coordinator to determine estimated charges for the use of the facility. The Business Manager will then contact the person requesting the use of the facility to inform him/her of the estimated cost associated with this request.</p> <p>c. If all parties are in agreement, the Facility Use Form is then submitted to the Superintendent. Upon Superintendent approval, the Superintendent will list this item on the Board of Education agenda.</p> <p>d. Upon Board of Education approval, the Business Manager will issue a Facility Use contract. Copies of the contract will be issued to:</p> <ul style="list-style-type: none">i. Requesterii. Building Principaliii. Director of Facilitiesiv. Business Office <p>e. Upon completion and inspection of the use of the facility, the Business Manager will invoice the organization.</p> <p>f. A non-refundable deposit of 10% of the original estimate, rounded up to the nearest dollar, will be required when the Facility Use contract is signed. The Board of Education may waive this requirement if deemed appropriate. The deposit will be returned if a conflict develops under Item #1 under the General Conditions.</p> <p>g. All such permission granted to nonprofit agencies and organizations shall be included in the monthly Superintendent's Report to the Board.</p>
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