

Federal Hocking Local School District Buildings and Grounds Usage Form

Name of Organization _____ Telephone # (____) _____

Name of Representative _____

Address of Rep _____

(Street or P.O. Box)

(City, State, Zip)

*Signature of Representative _____

Center: ___Amesville ___Coolville ___Middle School ___High School

Building: _____ Room or Area Requested: _____

Activity to be conducted: _____

Equipment Requested: _____

Date/Dates your group wishes to use the above building, area, room, grounds area: _____

Total Time Frame to be used : _____ Event Start/End Time _____

School Employees Needed:

___Custodian (s) @ \$ _____ Per Hour for _____ Hours = \$ _____

___Cook (s) @ \$ _____ Per Hour for _____ Hours = \$ _____

___Other (Specify) @ \$ _____ Per Hour for _____ Hours = \$ _____

Sub Total\$ _____

Fee For Usage:

Schedule A= \$ **NO CHARGE**

Schedule B\$ _____ Per Hour for _____ Hours.....= \$ _____

Special Arrangements Fees (Specify)= \$ _____

Sub Total\$ _____

Total\$ _____

Approved : _____

Date _____

(Center's Principal)

Date _____

(Maintenance Supervisor)

Date _____

(Superintendent of Schools)

Distribution: Organization, Principal, Custodian, Maintenance Supervisor, Treasurer
(Submit one original. The Superintendent's Office will duplicate and return)

Note: See attached Board of Education rules and regulations, signature of organization's representative indicates these will be followed.

*Also required on the Community Use of School Facilities page.

New Form Effective: October 21, 2014 **New Fee Schedule adopted Dec 19, 2006, eff. Jan 1, 2007

**COMMUNITY USE OF SCHOOL FACILITIES
(EQUAL ACCESS)**

The Board encourages the 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 or an approved adult sponsor must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is 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 do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. No group will, under any circumstances, tamper with any electrical or heating controls.
6. The kitchen is not to be used by any group unless arrangements are made to have one of the regular food service workers present.
7. There is no smoking in the building.
8. 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.
9. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient police protection and adult supervision.
10. 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.
11. Groups which use school facilities may be required to present evidence of liability insurance.

Adopted: Revised and Adopted October 21, 2014

_____ (Your Group, the Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for or arising out of _____ (your activity, which is subject of indemnity) whether it be caused by the negligence of indemnitor or the Federal Hocking Local School District Board of Education or either party's agents or employees, or otherwise.

I, _____, on _____

(Signature or Organization's/Group's Representative)

(Date)

hereby agree to accept the responsibility for the group/organization I represent. That it will abide by the above rules and regulations with the knowledge that any violation of these rules and regulations may result in a Fee being assessed for damages and/or denial of the use of the school's building(s) and/or grounds.

Community Use of School Facilities Regulation

(Adopted: June 25, 2001, Revised and Approved October 21, 2014)

Permits

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

A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property, or grounds at the established rates and
5. possesses 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 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 holding conferences or small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the principal is 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 6:00P.M. and evening meetings by 10:00P.M.
 - b. Fees are 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 are 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 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 is 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 is sent back to the Superintendent at least 10 days in advance of anticipated use. The Superintendent arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notified the applicant of the approval or disapproval of the request at least seven 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 Superintendent at the time the application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is 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.

Fee Schedule for Use of School Building(s), Room(s), and/or Grounds (originally adopted May 16 1985)

*Fees shall be paid in advance and made payable to the: **Federal Hocking Local School District.***

Schedule A: School related groups, (such as: alumni organizations or no-fee school sponsored adult education classes); student activities, Board of Education and staff, PTO's, Academic, Athletic and Band Boosters, Boy and Girl Scouts, Fireman, Brownies, Bidy League Sports' Teams, Student summer league baseball and softball or any other school-related groups. Special fund-raising events may require a fee being assessed.

(Note: Groups using the football facility's lights will be charged \$150.00 per date used.) Effective August, 2008

Schedule B: All other non-school related organizations such as: Adult Sports' Teams, political organizations, etc.

	<u>Schedule A</u>	<u>Schedule B</u>
1. High School Gym and Auditorium.....	N/C	\$40.00 p/h
2. High School Cafeteria Kitchen & Dining Room.....	N/C	\$40.00 p/h
3. Dining Room – meetings only.....	N/C	\$20.00 p/h
4. Dining Room – meals served.....	N/C	\$32.00 p/h
5. Elementary Gymnasiums.....	N/C	\$24.00 p/h
6. Elementary Dining Room & Kitchen.....	N/C	\$32.00 p/h
7. Varsity Football Field – nights.....	N/C	\$120.00 p/h
8. Varsity Football Field – days.....	N/C	\$40.00 p/h
9. Industrial Arts, Vo. Ag. Shops.....	Special Arrangements + \$10.00 p/h	Special Arrangements +\$40 p/h
10. Football, Softball, Baseball Outside facilities—Season Fee	N/C	\$300.00 Flat season Fee
11. Special additional fees for profit-making activities to be added to above scheduled hourly fees.....	Dependent upon circumstances, including additional staff or utilities.	
12. Home Economics Room.....	N/C	\$24.00 p/h
13. Classrooms for meetings.....	N/C	\$16.00 p/h
14. Exception for out-of-district groups...	Regular fee plus \$40.00 p/h	\$80.00 p/h

Fee Schedule to become effective January 1, 2007.