

COMMUNITY USE OF SCHOOL PREMISES
(Equal Access)

The Board encourages the community use of school premises. 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.

A “non-school entity” is a group/organization: (1) that is not directed or managed by a District staff member pursuant to and in accordance with his/her duties as an employee or authorized volunteer of the Board; and/or (2) that is not directly financed by the Board.

Conditions Governing Use of School Premises

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 is used for any fundraising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
3. Out-of-school groups do not begin with their activities until school is dismissed.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed unless otherwise approved by the Superintendent/designee.
5. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. The kitchen is not used by any group for food preparation or automatic dishwashing unless arrangements are made to have one of the regular food service workers present.
8. Alcohol may only be sold, served, and consumed at specific Board-approved locations (non-auditorium spaces only and/or other locations/facilities, as approved by the Superintendent) on school property pursuant to a valid liquor permit issued by the Ohio Division of Liquor Control and pursuant to an approved Facility Rental Application and Permit. (See Regulation KG-R-3 and form KG-E-3)
9. There is no smoking or use of controlled substances, as that term is defined under the Controlled Substance Act 21 U.S.C Section 802, in district buildings or on school grounds.

10. 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 that might be done to any property, equipment or grounds.
11. The procedure for use of the football stadium and athletic fields follows the conditions outlined for the use of the buildings.
12. Special emphasis is given to providing sufficient law enforcement protection and adult supervision for events at the stadium and at events involving alcohol.
13. District personnel will monitor the condition of all athletic fields. The athletic director may cancel the community use of any athletic field if it has been determined that such use would excessively damage that field or if there is concern over injury to the players.
14. School-sponsored student groups must have a District employee present at the activity. Non-school-sponsored student groups must have a District employee present, or an adult approved by the Superintendent.
15. Groups that use school premises must possess liability insurance as determined adequate by the Treasurer.

Permits

A permit is necessary when a non-school entity wants to use school premises. 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 that 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;
5. possesses liability insurance determined adequate by the Treasurer. If the sponsoring organization intends to sell/serve alcohol, the liability insurance shall, at a minimum, meet the requirements set forth below. Such coverage may be provided by either the sponsoring organization's standard insurance coverage or through "special events" coverage.
 - A. The policy must list the Board as an additional insured;

- B. The policy must be provided by a carrier rated not less than “A” by a nationally recognized insurance rating agency;
 - C. The policy must include general liability coverage in an amount of not less than \$1,000,000. Said general liability coverage may be used to provide the valet coverage required by (D), below;
 - D. The policy must include automobile liability coverage, which includes hired, non-owned, and valet coverage (if not included in the general liability coverage), in an amount of not less than \$1,000,000;
 - E. The policy must include “umbrella” insurance coverage in an amount of not less than \$5,000,000.
6. possesses a valid liquor permit issued by the Ohio Division of Liquor Control if the sponsoring organization intends to sell/serve alcohol. Proof of such permit must be submitted to the Superintendent, along with a completed application for use of the facility, not less than 30 days in advance of the intended use of the facility.

A Facility Rental Application must be submitted and approved in order to receive a Facility Rental Permit. The following conditions are to be observed:

- 1. A rental period must be issued on a designated form.
- 2. Fees are assessed in accordance with schedules adopted by the Board. The Superintendent/designee is authorized to waive the rental fees for groups who contribute regularly to the general welfare of academic, arts, or athletic programs of the District.
- 3. Permission must be obtained from the director of operations and strategic initiatives for the use and/or rearrangement 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.
- 4. Food 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 or grounds staff is to be limited to admitting the organization’s Event Supervisor/Designee, as specified on the Rental Application for Permit, assisting in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

Use of Special Equipment

Requests 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 in the Rental Application for Permit at the time the Application is filed or if needs arise after the Application is filed, then directly with the Director of Operations and Strategic Initiatives.

A school employee or an Auditorium Equipment Manager may be required to use special equipment (e.g., sound, video equipment, computer equipment). 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 operates the equipment and the request is approved by the Director of Operations and Strategic Initiatives.

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