

**Ashland City Schools
Ashland, Ohio**

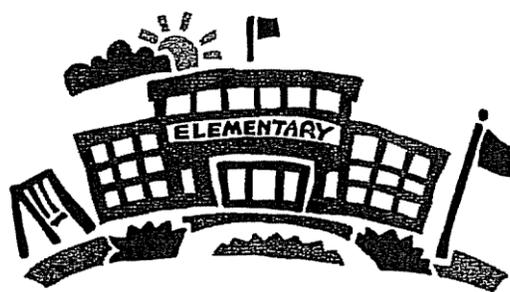
Business Office

Ashland City School District Facility Use Guidelines



**In Accordance with School Board Policies
7510, 7550**

Revised September 2015



Douglas J. Marrah, Ed.D., Superintendent

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ASHLAND CITY SCHOOLS USING YOUR SCHOOL FACILITIES

To The Community:

The question is often asked,



The answer usually is,



However, there must be certain rules established for everyone's benefit, protection and safety.

We all recognize that the school children have first claim upon school buildings and grounds. The community has a great deal invested in the school buildings, and when they are not needed for school functions, these facilities are available to the community. Their use is limited to educational, cultural, recreational and civic activities in the best interest of the community. This booklet sets forth the procedures adopted by the Ashland Board of Education. It includes the regulations for the use of buildings, grounds and equipment plus a statement of fees to be charged. Fees are necessary in that employees are required to be on call and thus receive pay plus energy requirements which are different than when the facility is not occupied. Rental rates are established but variables may occur which may make it necessary for adjustments in the rates.

Your cooperation in properly maintaining the schools and respecting this property as an institution designed primarily for education will be appreciated.

Ashland City School District

Bylaws & Policies

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies
- G. community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes
- H. commercial or profit-making organizations or individuals offering services for profit for a fee
- I. private social functions for a fee

Facilities shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities shall be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the County Disaster Coordinator to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

R.C. 3313.75 - .79, 3501.29
P.L. 98-377

Ashland City School District Facility Use Guidelines

Our District welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. We recognize that the primary purpose of school facilities is to implement District instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. The Board of Education has adopted policy number 7510 – Use of District Facilities in support of this objective. This guideline spells out the specific requirements that must be followed in order to take advantage of the opportunity.

While our schools are established for the primary purpose of facilitating the instructional programs of the District for our students, the buildings in our District are available for use after regular school hours and weekends for many types of activities.

Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.

Programs and activities of users must be of a nature suitable for a public school, must be lawful and must conform to all of the policies of the District.

Who May Use the Facilities?

Organizations and individuals within the district (P.T.A.s, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving the residents of the District may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization.

Process to Obtain a Facility Use Reservation

- All organizations requesting facility use must submit a facility use application form. All applications for facility use must be scheduled with the building principal or designee and approved by the Business Manager. You may print the application form, fill it out, and mail it or drop it off at the office during regular hours.
- All requests must be approved at least two (2) weeks prior to the event.
- The District cannot “hold” space for any organization.
- Rooms are rented and reserved on a first come, first serve basis. In the event that simultaneous requests are received, Category 1 has the highest or greatest priority for building use scheduling and Category 3 the least. ([link to Classification of Users document](#))
- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
- Once the application is received, the District will calculate fees and send the approved application to the applicant. Once the form is fully executed, the form becomes the contract between the District and the applicant. The contract will contain the details of the event, a summary of fees and attached will be the District Facility Use Policy.
- Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment and protection of school property.
- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property without getting permission from the district in advance.
- A certificate of insurance must be provided at least two (2) weeks prior to event. (See Liability and Insurance section below.)

- Without a reservation confirmation, use may be denied.
- Non-school events to be scheduled for the school year will not be scheduled until after September 15th.
- The District reserves the right to deny or withdraw facility use privileges at any time.

Cancellations

- Events cancelled within 10 days prior to event will forfeit the \$50.00 deposit. Notification of cancellation less than 48 hours before the scheduled time of use will result in the full rental fee being charged. All cancellations must be in writing. They may be dropped off, emailed, or faxed.
- School events may result and override any previously requested reserved space. The district will do everything possible to accommodate your group when this occurs with as much notice as possible.
- If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

Liability and Insurance

- A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of least \$1,000,000/\$3,000,000 property liability insurance, **and** having the District named as "an additional insured" on the policy. User is responsible for getting the insurance.
- A copy of the Certificate is due at least two (2) weeks prior to the event.
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance on file will be cancelled.
- All users must agree to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from applicants' use of District facilities. A Hold Harmless statement will accompany the signed application form/contract.

Payment

- The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
- Payment in full is due no later than Ten (10) days prior to the event.
- The school district does maintain reciprocal agreements with the Ashland Symphony Orchestra and several other organizations and government entities that supersede the fee structure included in this guideline. The district will honor existing agreements. Any new reciprocal agreements must be approved by the Superintendent.

Prohibited Use

- School facilities are not available for private lessons or tutoring.
- School facilities are not available for private parties or family reunions.
- School facilities cannot be used for political fundraising.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.

- Activity that promotes commercial gains cannot be conducted without the consent of the Board of Education.

On-Site Rules

- User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be compensated by the using group.
- Do not disturb any message that may appear on whiteboards or chalkboards in the classroom areas.
- ABSOLUTELY NO FIRE WORKS, EXPLOSIVES OR FLAMABLE LIQUIDS.
- ABSOLUTELY NO ALCOHOLIC BEVERAGES may be served or consumed on school property.
- ABSOLUTELY NO SMOKING is permitted in school buildings or on school property.
- ABSOLUTELY NO FIREARMS are permitted on school property or buildings.
- The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form.
- All activities must be under competent adult supervision approved by the District and the principal of the building involved. Children attending this event must be supervised by an adult at all times. This includes trips to the restroom and drinking fountain.
- User groups must take reasonable steps to insure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the administration. The use of the school facilities will require that a school employee be present when the building is open unless specific exception is granted by the Business Manager.
- Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the building principal and approved by the Business Manager, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The District will not be responsible for any loss of valuables or personal property.
- Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time.
- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- Decorating plans must be approved by the building administrator 5 days prior to the event. Only decoration materials acceptable to the local Fire Department shall be used. Decorations shall be removed immediately after the event.
- When a group or organization uses a facility during the time a custodian is normally on duty, the custodian will see that the facility is properly heated, that lights are turned on and that the doors are opened for the group's use of the facility.
- If the custodial staff is called away from regular duties for more than 1 hour to set up equipment and furniture, custodial services will be provided at user expense. If custodial staff is required for after-hours events, overtime pay for the period services are required and shall be charged to the user.

- Only District personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with District to provide technically qualified personnel to perform the tasks at wage rate specified in the Tiered Fee Schedule.
- During periods of inclement weather, the district may charge a fee for snow removal if the event is held during non-school operating hours.
- Baseball bats, hardballs, softballs, and other hard batted or thrown objects are prohibited from use in school buildings.
- Only in the case of an emergency are offices to be opened and/or telephones used. Groups are requested to use their cellular telephones.
- No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of the building Principal. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff will be necessary at user expense to supervise the kitchen.
- Applicant must have their approved Facility Use Contract in their possession at the event.

ASHLAND CITY SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITIES APPLICATION & CONTRACT
CONTACT BUILDING PRINCIPAL OR BUSINESS MANAGER FOR QUESTIONS 419 289-1117

DATE OF APPLICATION _____ NAME OF ORGANIZATION _____

APPLICANT NAME (PRINT) _____

HOME ADDRESS _____ CITY _____ ZIP _____

EMAIL ADDRESS _____ PHONE # _____

EVENT / MEETING _____ DATE(S) OF USE _____

BLDG _____ AREA / ROOM(S) _____ TIME BEGIN / END _____ / _____

ATTENDING EVENT _____ EVENT CHARGE \$ _____ PURPOSE FOR USE _____

SUPERVISING ADULT & PHONE # _____

(If different than applicant)

*EQUIPMENT NEEDED (TABLES/CHAIRS/MICROPHONE/ETC.) _____

*use and availability of equipment varies by school. Contact school for availability.

FOOD SERVED KITCHEN USE REQUIRED CATERING NEEDED CALL **FOOD SERVICE, 419 289-4550 X2247**

ATTACH COPY OF FOOD REQUEST ORDER

FOR CENTRAL OFFICE USE ONLY			
GROUP TYPE	1 <input type="checkbox"/> SCHOOL/COMMUNITY	2 <input type="checkbox"/> NON-PROFIT 50%	3 <input type="checkbox"/> PRIVATE USE 100%
			ONE BLOCK = 4 HRS
FACILITY FEE:	_____ BLOCKS X _____ PER BLOCK = \$ _____		
EQUIPMENT FEE:	_____ PER DAY X _____ PER DAY = \$ _____		**SCHOOL USE ONLY
KITCHEN / CAFETERIA FEE:	_____ BLOCKS X _____ PER BLOCK = \$ _____		**Please list below any dates that the school is not available
CUSTODIAL / COOK FEE:	_____ HOURS X _____ PER HOUR = \$ _____		_____
GROUNDS FEE:	_____ HOURS X _____ PER HOUR = \$ _____		_____
TECHNICIAN FEE:	_____ HOURS X _____ PER HOUR = \$ _____		_____
OTHER FEES:	_____ HOURS X _____ PER HOUR = \$ _____		GRAND TOTAL OWED \$ _____

***All fees are due 10 days prior to event. Payable to Treasurer, Ashland City Schools; Mail to PO Box 160 Ashland, Ohio 44805.** In signing this form, I certify that I have read the District Facility Use Policy. I agree to strictly observe these guidelines and I accept responsibility for the enforcement of them, I agree to protect the premises and indemnify the District for any damage due to the occupancy of the building covered by this permit. I understand and agree that this permit may be revoked or cancelled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages or rights of action directly or indirectly growing out of this use of the premises covered by this permit. Liability: As user, I agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement. **I am responsible for providing proof of insurance as specified in the attached Facility Use Policy 10 days prior to the event.** In consideration of the use of the room or facility referenced in this form, the organization named on the form, for itself and on behalf of its individual members and guests, hereby expressly relieves and discharges the District, its Board, officers agents and employees, from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the use or occupancy of the room for facility used hereunder and the lobbies, corridors, parking lots and any other parts of the School District premises, and waives any claim which it or they may have against the School District, officers, agents, and employees by reason of any such loss, injury or damage. Further, said organizations, for itself and on behalf of its individual members and guests, hereby agree to identify and save harmless the District, its Board, officers, agents and employees from and against any and all claims of loss, injury, or damage to persons or property arising out of the use or occupancy of the room or faculty used there under and the lobbies, corridors, parking lots and other parts of the School district premises.

APPLICANT (signature required) DATE

BUILDING PRINCIPAL (signature required) DATE

BUSINESS MANAGER (signature required) DATE

Elementary/Middle/High School Rental Policy

CATEGORY 1

School Related Groups Parent-Teacher Advisory Groups, Sports/Band Boosters, Alumni, Special Olympics, Scouts, Student Soccer & Basketball, Good News Club, FFA, NIE Auction, Craft Shows, 4-H Club

CATEGORY 2

Community Non-Profit Groups Church Groups, Local, Civic, Educational, Religious, Cultural, Kiwanis, Jaycees, Rotary, Chamber of Commerce, Habitat for Humanity, Community Theatre, Big Brothers/Sisters, Art Center, University Extension Programs, American Cancer Society, Symphony Orchestra, Chautauqua, Farm Bureau, Ashland Co. Juvenile Court Auction, Dale-Roy, Cloud Chasers, City Band Shell, Elk's

CATEGORY 3

Private Citizen Use / Commercial / Other Non-Profit Groups Community residents who are interested in using school facilities for recreational, educational, training & cultural activities. Meeting sessions, private school (Ashland University) hosting events/sports, adult athletic clubs, adult sports, YMCA, neighborhood associations, private clubs, driving schools, industry or union meetings, etc.

Elementary and Middle School	Category 1	Category 2	Category 3
Gymnasium (Edison or Taft School)	No charge	\$25	\$50
Gymnasium (Reagan School)	No charge	\$50	\$100
Gymnasium (Middle School)	No charge	\$50	\$100
Cafetorium and Stage	No charge	\$100	\$200
Cafeteria	No charge	\$25	\$50
Kitchen (<i>includes kitchen staff fee</i>)	\$160	\$175	\$190
Classrooms	No charge	\$5 each	\$10 each
Band Room	No charge	\$10	\$20
Elementary Library	No charge	\$25	\$50
Middle School Library	No charge	\$50	\$100
High School			
Cafeteria	No charge	\$25	\$50
Kitchen (<i>includes kitchen staff fee</i>)	\$160	\$180	\$200
Classrooms	No charge	\$10 each	\$20 each
Band Room	No charge	\$15	\$30
Library	No charge	\$25	\$50
Gymnasium	No charge	\$50	\$100
*If scoreboard technician is required, add:	\$80	\$80	\$80

Athletic Field Use:

The use of the football stadium, parking lot, athletic fields, stadium lighting, locker rooms, rubberized track, field house, and concession stands are limited. Pre-approval by the Athletic Director and School District must be obtained prior to rental. The following fees apply:

Athletic Field Use	Category 1	Category 2	Category 3
Fields (Grass)	No charge	\$25	\$50
Parking Lot	No charge	\$50	\$100
Stadium	No charge	\$250	\$500
Stadium Lights	No charge	\$30	\$30
Track	No charge	\$100	\$200
Field House Locker Rooms	No charge	\$10	\$20
Concession Stand	No charge	\$75	\$150
Athletic Field (Non-Turf)	No charge	\$50	\$100

Robert M. & Janet L. Archer Auditorium 2015-2016 Rental Policy

The following regulations and rates apply to the specific use and rental of Archer Auditorium. The rates for the Archer Auditorium are based on a four (4) hour day. Additional hours will be pro-rated by the hour at the appropriate (same) rate. These rates cover one (1) custodial staff member. Additional custodial help will be charged at the current overtime rate of the custodians working the event.

An additional fee will be charged for erecting or removing the orchestra pit covers at the appropriate overtime rate for two (2) custodians (minimum).

These rates entitle the lessee (user) the use of the auditorium, stage, restrooms and dressing room(s) only. Any additional rooms and/or equipment needed will be billed at their regular rate (see schedule).

The general audio system (microphone) is included in the rental fee. If spot lighting, sound room, equipment, projectors, piano, risers, shells, rigging, or custom lighting, etc. are needed an auditorium technician or designee must be present. The fee for this employee is listed (see schedule).

If the auditorium is needed for rehearsal by the Lessee (user), see the table for rehearsal rates at a minimum of four (4) hours. Any additional hours will be pro-rated at the appropriate rate for each category listed.

Approval for the use of Archer Auditorium may be revoked by the Board in an emergency, when use interferes with regular school events or activities, when facilities are misused or when regulations are violated. Unauthorized use of the facilities and grounds may result in immediate eviction. The contract will not be renewed when revoked for misuse.

Evidence of insurance coverage for the contracting organization (Lessee) is required up to \$1,000,000.00/\$3,000,000.00 liability policy to protect the school from losses resulting from liabilities or physical damages. The contracting organization (Lessee) will be required to name the Ashland Board of Education and its employees or designates as additional insured on a single liability policy. Request for use of Archer Auditorium should be made six (6) months in advance. The event/activity held in Archer Auditorium must be appropriate for that venue. The school district reserves the right to determine appropriateness.

ABSOLUTELY NO FIREWORKS, PYROTECHNICS OR ANY USE OF FLAMMABLE LIQUIDS, EXPLOSIVE MATERIALS IS PERMITTED. NO FOOD OR DRINKS ARE PERMITTED INSIDE THE AUDITORIUM. NO WEAPONS OR FIREARMS ARE PERMITTED ON SCHOOL PROPERTY AT ANY EVENT OR ANY TIME.

Robert M. & Janet L. Archer Auditorium 2015-2016 Rental Rate Schedule

The base rental fee includes the use of one microphone, podium, screen, and basic stage lighting. Any organization that wishes to use additional school equipment must also hire an auditorium technician. Auditorium technician services will be billed at the rate of \$25 per employee per hour for actual time spent.

Examples of equipment that require an *auditorium technician are additional microphones, monitor speakers, projector, piano, risers, chairs, music stands, use of rigging system, and customized stage lighting. Erecting or removing the orchestra pit cover or shell will be billed at the same rate.

Organizations fall into one of three categories:

Category 1	School-related groups
Category 2	Community Non-Profit Groups
Category 3	Any group not in category 1 or 2

Refer to the table below for rental rates. The cost shown is for a four-hour block. Additional hours will be prorated by the hour at the same rate.

	Category 1	Category 2	Category 3
Auditoriums			
Robert M. and Janet L. Archer Auditorium (for any event with an audience)	No charge	\$300	\$550
Robert M. and Janet L. Archer Auditorium (for rehearsal only)	No charge	\$125	\$250
Little Theater	No charge	\$125	\$250
*Auditorium technician fee: billed per employee per hour for actual time spent	\$25/hour	\$25/hour	\$25/hour
After Hours Fee			
For any event held outside of normal custodian working hours (Monday through Friday), holidays, weekends, add:	@No Charge	\$160	\$160

@ Category 1 will be billed for actual custodial services at the current rate when admission fees or fundraising is included.