

Book Administrative Guideline Manual
 Section 7000 Property
 Title USE OF DISTRICT PREMISES
 Code ag7510A
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7510A - USE OF DISTRICT PREMISES

Applications

Any organization or individual desiring to use District premises shall complete an application and submit it to the principal for approval.

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school premises and reserves first claim to the use of its own property. Cancellations may be issued by the principal with or without due notice. All approvals are to be granted with this understanding.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

*** A Certificate of Insurance naming the Paulding Exempted Village Schools as an Additional Insured for a minimum of \$300,000 coverage on your current policy for the event date is required for application approval. Coverage can also be purchased through the Tenant User Liability Insurance Program (TULIP) if applicant cannot obtain their own. Please ask for details.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

FEE FOR USE OF SCHOOL PREMISES

Group/Individual Making Request: _____
 Contact Person: _____
 Address of Applicant: (Street) _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Business Phone: _____
 Purpose of Function: _____
 Date(s) Requested: _____
 Arrival Time: _____ Departure Time: _____

A schedule of fees for the use of District premises is determined annually based upon the following factors:

- A. The use of District premises for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.

B. The use of District premises for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial, technology and cafeteria employees fees and for any police fees.

C. All other organizations or persons granted the use of schools shall assume the charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

PREMISES REQUESTED	Charges
High School Gym	_____ The charge is \$200.00 for a group meeting or activity plus custodial costs. (Small groups for basketball, volleyball, etc. will be charged \$30.00 per hour)
Middle School Gym	_____ The charge is \$175.00 for a group meeting or activity plus custodial costs. (Small groups for basketball, volleyball, etc. will be charged \$30.00 per hour.)
Auditeria	_____ The charge is \$200.00 for a group meeting or activity plus custodial costs.
Oakwood Gym	_____ The charge is \$150.00 for a group meeting or activity plus custodial costs. (Small groups for basketball, volleyball, etc. will be charged \$30.00 per hour.)
Paulding Elementary Gym	_____ The charge is \$150.00 for a group meeting or activity plus custodial costs. (Small groups for basketball, volleyball, etc. will be charged \$30.00 per hour.)
High School Kitchen	_____ Kitchen rental includes cafeteria usage. The charge is \$150.00 plus necessary costs for a cook and/or custodian
Paulding Elementary Kitchen	_____ Kitchen rental includes cafeteria usage. The charge is \$150.00 plus necessary costs for a cook and/or custodian
Oakwood Kitchen	_____ Kitchen rental includes cafeteria usage. The charge is \$150.00 plus necessary costs for a cook and/or custodian.
Classroom	_____ The charge is \$30.00 per hour.
Custodial	_____ The charge is \$30.00 per hour per person.
Audio/Visual	_____ The charge is \$30.00 per hour per person.
Cook	_____ The charge is \$30.00 per hour per person.

Equipment requested. Describe in detail (number of chairs, number and type of tables, movie projector, PA system, etc.)

Additional requests _____

(Depending on availability) _____

All scheduled events will require a minimum charge of one (1) hour before, the length of time for the event, and one (1) hour concluding the event to cover the custodial time to clean the premises rented, hallways, restrooms, and opening and closing the building. Additional services rendered will be charged accordingly, including any damages. Kitchen rental will require the same charge for a cook to operate the equipment and cover the cleaning of the kitchen.

*****Set up/Tear down of premises may require applicant to help.**

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the school premises or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy 7434). All users are responsible for complying with this regulation.
- D. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- E. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- F. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- G. The user shall be fully responsible for all loss or damage to District property, including property of students and employees. Additionally the user shall provide written notice to the District of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity. The notice must be provided within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.

Users must procure and maintain throughout the term of their use of school premises a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by the user; and (B) names the Board as an additional insured under the policy. The user must present the policy or certificate of insurance to the District prior to the use of school premises. Such policy shall be considered primary, and any insurance held by the Board that may provide protection or benefits to the Board shall be considered excess.

Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

- H. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- J. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the school premises, provided the responsible persons are listed on the application. Additional

custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

- K. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- L. A school custodian shall be on duty whenever school premises are being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the premises are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- M. Responsibility for enforcement of rules and regulations concerning use of District premises rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District premises. Additionally, users are responsible for the proper supervision, control, and accommodation of persons attending the activity, and must ensure that attendees/participants will only access/use authorized areas of school premises, and the entrances thereto.
- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when school premises are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Non-marking gym shoes must be worn when using any gymnasium floor.
- Q. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

"The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school premises shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

A deposit of fifty percent (50%) of the estimated rental fee and a Certificate of Insurance are due no later than one (1) week prior to the rental date. The balance of the rental fee is due upon receipt of the final invoice.

Applicant: _____ Date: _____

Signature

FOR DISTRICT USE ONLY

Please check off or enter n/a.

- _____ Date/availability approved
- _____ Payment received or payment agreement made
- _____ Insurance Document Received
- _____ Custodian arrangements made

FINAL APPROVAL:

_____ This request is fully approved except for any limitations noted under "Comments" below.

_____ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: _____

_____ Date: _____

Signature of Principal

Note to building administrator:

If approved, keep the original copy of this form and send a copy to the Superintendent's Office, the Support Services Supervisor, building custodian, and the audio/visual advisor if necessary.

Estimated Fee _____

Deposit Received _____ Date _____

Final Invoice Amount _____

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