



OXBOW HIGH SCHOOL

Part of the Oxbow Unified Union School District | Home of the Olympians

POLICY: Building and Grounds Regulations (Use of Building and Grounds)

Adopted:

Revised: 7/5/2022

Reviewed:

Thank you for thinking of Oxbow High School for your organizations event. Please see the policy for use of our buildings and grounds for non-school-sponsored events below:

1. **Procedure:** Organizations may request the use of the Oxbow facility by filling out the request form. Non-profit organizations may use Oxbow facilities without charge if their use is during the regular hours of custodial services. Non-profit status will be determined by the presence of a non-profit certificate. For profit organizations may use Oxbow facilities for the purpose of athletic activities/camps for students and will be charged ten percent (10%) of the proceeds. This money will go to the student activity fund.
2. If an organization wishes to use the Oxbow facilities at a time when custodians are not normally in the building they will be required to pay for custodial services unless an administrator, school representative, or custodial staff member is present while the building is in use and volunteers to provide services. Additional charges will be made for damages to Oxbow property due to negligence on the part of the users.
3. Any public gathering planned for one hundred (100) or more people must have a police officer on duty throughout the time the building is in use. A second police officer is required for an expected attendance of four hundred (400) or more. The cost of law enforcement is the responsibility of the sponsoring organization and is payable by them to the law officer or agency providing the service. The sponsoring organization will submit the name of the individual or agency providing law enforcement coverage.
4. Organizations must submit a copy of a certificate of insurance with the request form. The insurance must provide coverage to ensure that the school is not liable for claim as a result of actions of the group(s), such as in a sporting event, etc. If the organization does not have an insurance certification, a waiver may be granted based on the nature of the activity, but the request must be made in advance.
5. A new request must be filled out on an annual basis for all facilities and grounds use.
6. Oxbow will make every effort to accommodate the proposed usage of the buildings or grounds, but in no case will the buildings or grounds be available if the requested event puts an undue burden on the school system, such as custodial staff, building and grounds conditions, and student-scheduled activities.
7. Final approval of the use of buildings and grounds will be made by the appropriate administrator.
8. The organization will provide Oxbow High School with a security deposit to be determined annually, which may be applied toward damages, janitorial services, or returned to the organization once it has been determined that all bills have been paid.



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USE OF BUILDING AND GROUNDS – REQUEST FORM

Name of Organization: _____ Date of Request: _____

Contact Person: _____

Address: _____ Telephone: _____

Nature of Activity: _____

Date(s) of Activity: _____ Time of Activity: _____ to _____

Number of People: _____ Custodian Will Be Needed: _____ to _____

Non-Profit Organization: _____ Certification of Insurance: _____ Waiver Approved: _____

For Profit Organization: _____ (Deposit Required) \$ _____

Certification of Insurance: _____ Waiver Approved: _____

Law Enforcement Required: Yes _____ No _____

Please attach name of agency/law enforcement coverage: _____

Areas of the Building to be used: _____

What will be needed: _____

Equipment to be used: _____

IMPORTANT: If the GYMNASIUM, KITCHEN, CAFETERIA or AUDITORIUM are used and delivery of equipment and/or materials to these areas is necessary, all delivery vehicles will unload at the back entrances and then must be moved to the back parking lot. Parking of all other vehicles will be in the back parking lot. Metal supports and/or drums intended for use on the gymnasium floor must be padded. Hard-soled shoes are not allowed on the gymnasium floor. No food or drink is allowed in the gymnasium or auditorium. Smoking and alcoholic beverages are prohibited at all times on school property. Vehicles **MUST NOT** be driven on the lawns, cemetery area, or back fields. When using the back fields, all infields must be raked after each use. All litter must be disposed of properly in the trash containers. The organization accepts all responsibility for any damages to buildings and grounds. Any damage should immediately be reported to the custodian on duty. **VIOLATIONS WILL RESULT IN THE LOSS OF PRIVILEGE TO USE OXBOW HIGH SCHOOL AND RIVERBEND CAREER & TECHNICAL CENTER FACILITIES.** FINAL APPROVAL OF THE USE OF THE BUILDING AND GROUNDS WILL BE MADE BY THE ADMINISTRATOR.

Requested By: _____
(Signature)

Request Approved By: _____
(Administrator's Signature)