



Fairview Park City Schools

USE OF FACILITIES GUIDELINES

MISSION STATEMENT

We will deliver exceptional academic programs and services that challenge the mind, instill the joy of learning, and promote responsible citizenship.

Who May Use School Facilities?

Although the basic purpose of public-school facilities is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the Fairview Park Board of Education permits the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes. All such organizations and groups desiring to utilize the school facilities are subject to the requirements of the Board regulations regarding their policies, i.e., smoking, personal conduct, etc.

Priority of Use

1. School Educational Programs: Any programming related to the school curriculum of the Fairview Park Board of Education.
2. Student Use: Any school-sponsored activity group, club, organization or athletic team whose advisor/coach is employed by the Fairview Park Board of Education.
3. School Affiliated Groups: PTA units, sponsoring booster clubs, FPEA, OAPSE, and Board of Education sub-groups such as planning committees and adult education programs.
4. Fairview Park Recreation Department: Any youth program sponsored by or affiliated with the Fairview Park Recreation Department.
5. Community Youth Groups: Any group sponsored by organizations based within the City of Fairview Park. When conflicts arise, an individual group will be limited to a maximum of three indoor or outdoor facilities at any given time.
6. Community Groups: Groups/Organizations which reflect a membership of no less than 50% Fairview Park residency.

All other individual requests for use of school facilities will be evaluated on an individual basis.

Deadlines

When submitting requests for use of school facilities, please adhere to the following deadlines:

Fall Dates	-	June 1 st
Winter Dates	-	October 1 st
Spring Dates	-	February 1 st

A minimum of two weeks' lead time is required for authorization.

School Offices

Fairview Park High School.....	(440) 356-3500
Mayer Middle School.....	(440) 356-3510
Gilles-Sweet Elementary School	(440) 356-3525
Parkview Building.....	(440) 331-3515

Conditions Governing the Use of School Facilities

1. An employee of the Board must be on duty whenever a school building is used by an organization or group.
2. An Auditorium Rental Manager is required to be on duty during any outside group public performances and rehearsals in the high school auditorium.
3. No out-of-school group will begin its activities until school is dismissed.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that day may be cancelled or postponed.
5. Building use will not be permitted for private individuals or family affairs. Buildings are to be reserved for community use only.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. The kitchen will not be used by any group unless special arrangements have been made with the Food Service Coordinator.
8. There will be no tobacco use nor possession and use of intoxicants or habit-forming drugs in school facilities or on school property. Individuals violating this rule will be asked to leave the facility or grounds.
9. All groups are required to supply proof of current liability insurance for all rentals prior to use.
10. Adequate supervision of participants and security of the facilities are responsibilities of the using group as approved by appropriate school officials.
11. No materials, refreshments, soft drinks or similar items are to be sold or distributed on school property unless permission has been granted when requesting the use of the property and facilities. (List requirements in special needs section of permit.)
12. If deemed necessary, the principal shall require the group using the building to provide supervision in the parking lots and buildings.
13. The Superintendent of Schools has the authority to refuse use of any school facilities and to cancel any prior commitments to any group that abuses the use of the building if it would be in the best interest of the school district.

Non-Use of Buildings and Grounds

Most school facilities will be available free-of-charge to Parent-Teacher Association units for regular meetings, board meetings, and fundraising projects. They shall also be available free-of-charge for regular meetings of such school-related organizations.

Arrangements for such use must be made with the building principal at least 14 days prior to the date of use.

Sunday Use of Buildings and Grounds

School buildings, facilities and grounds shall not be made available for Sunday use by school or non-school groups or organizations without the approval of the Superintendent of Schools or their designee. School playgrounds or fields shall not be available for school and non-school use on Sundays for activities that would be objectionable to nearby residents.

Building Use Rates

Building use rates will be based on the actual cost to the Board of Education for setting up, supervision, cleaning, closing and other labor, materials, supplies and damages actually incurred as a result of the use of the facilities. Reduction in rates may be made by the Superintendent of Schools or their designee for organizations using several facilities at the same time.

Any group using the facilities of the Fairview Park Board of Education assumes complete legal and financial responsibility for injury or damage to persons, equipment and/or facilities. Groups may be required to provide security personnel.

All Rates are Hourly	Capacity (seated)	Mon.-Fri. Non-Profit	Weekends Non-Profit	Mon.-Fri. Profit Groups	Weekends Profit Groups
Classrooms	Variable	\$25.00	\$50.00	\$50.00	\$75.00
Warrior Room	88	\$35.00	\$50.00	\$50.00	\$75.00
Gymnasiums					
Elementary	Variable	\$50.00	\$65.00	\$85.00	\$100.00
Middle School	350	\$75.00	\$100.00	\$125.00	\$150.00
High School	1,150	\$75.00	\$100.00	\$125.00	\$150.00
FHS Auditorium	740	\$65.00	\$85.00	\$150.00	\$175.00
Auditorium Manager #		\$37.50	\$37.50	\$40.00	\$40.00
Cafeteria					
Elementary	340	\$35.00	\$50.00	\$60.00	\$75.00
Elementary w/stage	340	\$45.00	\$60.00	\$70.00	\$85.00
Middle/High School	459	\$45.00	\$60.00	\$70.00	\$85.00
Kitchen - One (1) staff +		\$50.00	\$75.00	\$85.00	\$100.00
FHS Locker Rm.		\$25.00	\$40.00	\$45.00	\$60.00
Custodial					
Custodian Per Hr. ++		\$35.00	\$60.00	\$40.00	\$90.00
Clean-Up Per Hr.		\$35.00	\$60.00	\$40.00	\$90.00
Additional Costs					
Projector/AV *		\$15.00	\$25.00	\$25.00	\$55.00
Stage Lights **		\$30.00	\$35.00	\$40.00	\$45.00
Follow Spot ***		\$15.00	\$25.00	\$25.00	\$40.00
Piano (tuning at requester's expense)		N/C	N/C	N/C	N/C

- * Includes one (1) operator
- ** Includes two (2) operators
- *** Includes one (1) operator
- + Fee waived if a member of the organization has been trained to operate the kitchen
- ++ Minimum one-hour custodial fee before and after event for all large group rentals
- # Required for all dress rehearsals and public performances