

**POLICY CONCERNING USE OF SCHOOL BUILDINGS
IN THE
MEIGS LOCAL SCHOOL DISTRICT**

Introduction

School buildings are public facilities erected with public funds and should be used to benefit the community. This Board of Education will seek to make the building and facilities of the Meigs Local School District available to the community for civic, cultural and education purposes. The schedule of fees for the use of these buildings and facilities will be such as to cover custodial charges and other expenses incurred by the Board of Education in permitting their use. It is not the purpose of the Board of Education to make a profit on the use of these buildings and facilities, but is necessary for the Board of Education to have a schedule of fees to adequately cover these expenses which are incurred. No application will be considered that interferes with the regular school program.

Procedure

All requests for use of buildings and facilities should be directed to either the building principal or the Office of the Superintendent by completing a building use application. This application form must be completed and returned to Kevin Musser, Event/Activities Director. Following approval, the party making the application will be informed in writing of this action.

Schedule of Fees

- Community event without admissions --custodial/cook fees only
- Community non-profit event with admission charged --custodial/cook fees only
- Commercial event --custodial/cook fees plus a charge to be determined by the Meigs Board of Education at the time of the rental request
- Custodial Fee: \$ 25.17 per hour
- Cafeteria Worker Fee: \$ 25.12 per hour

Payment of custodians and/or cafeteria workers is to be done directly through the Board of Education.

Responsibility

- The organization or person requesting the use of the building and/or facilities assumes responsibility for loss or damage to the building and the facilities used during the rental period.
- When cafeteria facilities are used, at least one board-employed cafeteria worker must be present and paid by the organization.
- If you do not request the use of a custodian and your usage area is found by the district to require the services of a custodian, you will be charged for the custodian at the established rate for their time.
- Lessee agrees that it will maintain liability insurance covering its use of the leased premises in an amount not less than \$2,000,000. Lessee must attach a copy of a liability insurance policy covering its use of the leased premises. The policy must state that Meigs Local School District is an additional insured.
- Lessee further agrees that it shall indemnify and hold harmless the Board of Education and their agents and employees from every kind of claim, demand, suit or action, arising or growing out of lessee's use of the premise.
- Neither smoking nor the use of tobacco products is permitted in School District Facilities or on School District Property.
- No alcoholic beverages or illegal substances are permitted on School District Property.
- The Board of Education reserves the right to deny the privilege of using the property to any person or group who fails to abide by the above regulations or other reasonable condition for its use.

I have read and agree to the terms of this Use of Buildings Policy

Signature of Authorized Representative

Date

Please Note: Failure to pay billed fees could result in future building requests being denied.

Building Use Application

Print Form

Organization Requesting Building Use:

Organization Name

Today's Date

Contact Number(s)

Signature of Authorized Representative

Bill To:

Name:

Street Address

City:

State

ZIP

Please describe your request:

The Building/Facilities you would like to use (Please be specific):

Date or Dates to be Used:

TO

Hours to be used

TO

Purpose for the event:

Is the organization: <input type="radio"/> For Profit <input type="radio"/> Non-Profit	Will you prevent smoking in the building: <input type="radio"/> Yes <input type="radio"/> No	Cost of Admission/Fee: \$ <input type="text"/>
Do you plan to provide police protection: <input type="radio"/> Yes <input type="radio"/> No	Do you plan to use a public address system: <input type="radio"/> Yes <input type="radio"/> No	Private Organizations: Certification of Insurance (COI) attached to application <input type="radio"/> Yes <input type="radio"/> No
Do you plan to sell or serve food or refreshments: <input type="radio"/> Yes (If Kitchen is utilized you will be billed for the cook's time.) <input type="radio"/> No	Do you need the use of a district custodian <input type="radio"/> Yes (A custodian must be requested for Saturday and/or Sunday use.) <input type="radio"/> No	

Please indicate other school equipment you are requesting use of:

Mail Confirmation To:

Name:

Street Address

City:

State

ZIP

Superintendent Signature

Date