

COMMUNITY USE OF SCHOOL FACILITIES

Application Procedure

To rent or use a District facility, an interested party must complete an online building use application. The application must be submitted to the District Building Use Facilitator at least two weeks prior to the date of the desired usage.

The Superintendent or his/her designee shall approve or disapprove the application. A determination of fees will be assessed at this time.

Any group using a building facility regularly may make one application for the entire school year. Special arrangements may be made to include summer months. Applicants wishing to schedule regular use for extended periods of time will be asked to meet with the Superintendent/designee before consideration will be given beyond one year. Renewal of such use may be approved.

All groups or individuals are required to complete an application and any applicable charges related to the activity shall be paid by the group concerned.

All activities shall be scheduled so that the buildings are cleared by 11:00 p.m. Sunday through Thursday and by 12:15 a.m. on Friday and Saturday nights. Exception to this regulation may be granted by the Superintendent.

The Superintendent or his/her designee, for good and just cause, may cancel any reservation. Notice of a cancellation shall be given as early as possible.

The Board reserves the right to cancel any reservation or to make special concessions as circumstances may require.

Liability

The rentee shall assume full responsibility for the replacement or repair of school property damaged or stolen during the period of the rentee's occupancy. School organizations shall be pecuniarily responsible for damage or loss to building facilities or contents caused by the organization when meeting in a school facility.

Appropriate equipment for the site is required if brought in for use. Shoes with metal heels, toe plates or any substance that may damage a floor shall not be used or worn in any building.

Discipline

1. The rentee shall provide police protection, at no cost to the Board, at any dance or at any other activity if, in the opinion of the school official concerned, such protection is necessary.
2. The drinking or transportation of alcoholic beverages on school premises is prohibited. Smoking is not permitted.
3. The use of or the transportation of illegal drugs on school premises is prohibited.
4. The sponsor, chaperone, school custodian or any school official is authorized to request anyone to leave the school premises, who, by virtue of his/her clothing, physical condition or actions, is doing damage or is likely to damage or harm a building, its contents or another participant.
5. Use of the school's sound/lighting system and other equipment is to be approved by the District Building Use Facilitator in conjunction with the building administrator. Any damage, misuse or misplacements are the financial responsibility of the user group. If equipment is approved for use, fees may be assessed for the use of said equipment.
6. Users are to follow all fire safety procedures as required by law. Violations are the responsibility of the user group.

Prioritization

School facilities will only be considered available for outside groups or individuals when there is no conflict with planned or ongoing facility use by school activities. When school facilities are determined to be available for outside groups, they shall be assigned according to the following priority rankings.

1. school activities/organizations
2. school-affiliated organizations
3. in-District nonprofit organizations, commercial businesses or individuals
4. out-of-District nonprofit organizations, commercial businesses or individuals

Charges

1. All rental charges are due and payable within 30 days after the activity has taken place. Monies due a site manager, cafeteria worker, custodian or other personnel are due and payable to the individual in a timely fashion by the Board of Education.
2. Long-term summer use requests shall be submitted to the District Building Use Facilitator.
3. Rental fees and personnel charges shall be assessed at the time of approval of the application.

A. School activities/organizations

Examples: interscholastic athletics, theater, band, choral groups, intramural athletics, clubs related to the curriculum activities, curriculum nights, after school student enrichment activities led by current contracted staff members, etc.

B. School-affiliated organizations

Examples: PTO, athletic boosters, Hilliard youth athletics, selected Hilliard Parks and Recreation programs, HEF and Hilliard Chamber of Commerce school-affiliated events.

Official school organizations and school-affiliated organizations may use a building's facilities free of all rental charges but subject to personnel charges, when applicable, as follows:

- 1) Required custodial services beyond normal duty hours shall be paid at the established salary schedule rate for the custodian(s) concerned.
- 2) When cafeteria equipment is used for more than the preparation of light refreshments, a school employee shall be on duty and shall be paid at the established salary schedule rate of that person. The District Building Use Facilitator shall determine if a worker is required.
- 3) When other support personnel are required for the activity, that individual shall be paid at an established rate as determined by the District Building Use Facilitator.

Federal law requires equal access for use of school premises and facilities to any group officially affiliated with the Boy Scouts or any other youth oriented, nonprofit groups, such as Girl Scouts, 4-H, etc. Any access provided as well as any fees charged for this access must be on terms that are no less favorable than the most favorable terms provided to one or more outside youth or community groups.

C. In-District nonprofit organizations, commercial businesses or individuals

Examples: City of Hilliard, civic associations, service clubs, Hilliard Arts Council, historical society and churches.

A group using a facility for the purpose of raising money for the group shall pay for the use of a facility. If working directly with student(s), all formal background checks must be on file with Hilliard City Schools.

- 1) Custodial services: charge based on established salary schedule for the individual(s) concerned.
- 2) Kitchen and cafeteria facility: if the equipment is utilized for more than preparation of light refreshments, a school employee shall be on duty and shall be paid at the established salary schedule rate of that person. The District Building Use Facilitator shall determine if a worker is required.
- 3) When other support personnel are required, that individual shall be paid at a rate established by the District Building Use Facilitator.

D. Out-of-District nonprofit organizations, commercial businesses or individuals

Examples: Dance studios, business/industry programs, financial seminars, Ohio High School Athletic Association.

Groups or individuals not affiliated with the District or community shall pay for the use of a facility.

- 1) If kitchen equipment is used for more than preparation of light refreshments, a school employee shall be on duty and shall be paid at the established salary schedule rate of that person. The District Building Use Facilitator shall determine if a worker is required.
- 2) Custodial service: established salary schedule for the custodian(s) concerned.
- 3) Other support personnel: salary rate established by the building principal.

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