

THE OAK HILLS LOCAL SCHOOL DISTRICT FACILITIES UTILIZATION APPLICATION/CONTRACT FORM

THIS SECTION TO BE COMPLETED BY APPLICANT

_____ (Name of Organization) requests the use of the _____ (Building) facilities designated below in the _____ on the dates indicated.

DATES Month/Day/Year	Day of Week	TIME	
		From	To

PLEASE NOTE: Check the proper description of organization and the facilities requested on SCHEDULE A below. Rates shown on the attached sheet cover hourly use; or rates for four (4) or more hours of use. Fees must be deposited with the principal of the building at least five days prior to date of use. **CHECK MUST BE MADE PAYABLE TO THE OAK HILLS LOCAL SCHOOL DISTRICT.**

SCHEDULE A (FACILITIES)

TYPE OF ORGANIZATION	CLASS						CLASS				
	I	II	III	IV	V		I	II	III	IV	V
Kitchen						Auditorium					
Multi-Purpose Room						Stadium - Night					
Lunchroom						Stadium - Day					
Classroom(s) ()						Baseball Field					
Gymnasium						Natorium					

SPECIFIC DESCRIPTION OF ACTIVITY: _____
(Instructional, recreational, meeting, social - for children, adults, residents or non-residents of Oak Hills Local School District - other pertinent information.)

ADMISSION FEE will be charged PROCEEDS will be expended for students of the Oak Hills Local School District

I HAVE READ THE POLICIES ON THE REVERSE SIDE OF THIS FORM AND HERBY OBLIGATE MYSELF, AS A REPRESENTATIVE OF THE ABOVE NAMED ORGANIZATION, TO ALL CONDITIONS SET FORTH ON BOTH SIDES OF THIS FORM.

Signature of Representative _____ Street No. _____ Street _____ Zip Code _____ Telephone _____

THIS SECTION TO BE COMPLETED BY BUILDING PRINCIPAL

The above request approved not approved approved with the following condition _____

FEE SCHEDULE B (PERSONNEL SERVICES)

Service	No. Hrs.	Rate/Hr.	TOTAL
CUSTODIAL:			
Weekdays	_____	x _____	= _____
Weekends	_____	x _____	= _____
Holidays	_____	x _____	= _____
FOOD SERVICE:			
Weekdays	_____	x _____	= _____
Weekends	_____	x _____	= _____
Event Supervisor	_____	x _____	= _____
Lifeguard (Cert.)	_____	x _____	= _____

Police service required. (To be arranged for and paid by organization.)

Lifeguard required.

Certificate of Liability Insurance. See Section E1a.

FEE SCHEDULE - SEE ATTACHED PAGE

TOTAL FEE(SCHEDULE A): _____

TOTAL FEE (SCHEDULE B): _____

OTHER CHARGES: _____

APPROVED FOR OAK HILLS LOCAL SCHOOLS BY: _____

TOTAL CHARGES _____ (Date) _____

(Title)

NOTE: The Oak Hills Athletic Director reserves the right to cancel any activity at any time if weather conditions are so severe that excessive damage could occur to the facilities.

(All payments are made to the Oak Hills Local School District)

ELEMENTARY	PER EVENT CHARGE	PER HOUR (2 HOUR MINIMUM)
Ballfield	\$6.00	N/A
Classroom	N/A	\$7.00
Gymnasium	N/A	\$15.00
Kitchen *	N/A	\$8.00
Multi-Purpose Room	N/A	\$10.00
J.F. Dulles Meeting Room		\$20.00

MIDDLE SCHOOL	PER EVENT CHARGE	PER HOUR (2 HOUR MINIMUM)
Ballfield	\$6.00	N/A
Classroom	N/A	\$7.00
Gymnasium	N/A	\$20.00
Kitchen *	N/A	\$8.00
Multi-Purpose Room	N/A	\$12.00
Auditorium	N/A	\$30.00

HIGH SCHOOL	PER EVENT CHARGE	PER HOUR (2 HOUR MINIMUM)
Auditorium *	N/A	\$30.00
Classroom	N/A	\$7.00
Gymnasium *	N/A	\$50.00
Kitchen *	N/A	\$12.00
Commons	N/A	\$20.00
Natatorium	N/A	\$25.00
with Locker Rooms		
Stadium (Night)	\$630.00	N/A
Stadium (Day)	\$300.00	N/A
Baseball Field	\$50.00	N/A

DISTRICT OFFICE	PER HOUR (2 HOUR MINIMUM)
Professional Development Center	\$35.00
Professional Development Center #1 Only	\$15.00
Professional Development Center #2 Only	\$20.00
Conference Room A	\$10.00
Conference Room B	\$10.00
Conference Room C	\$10.00

The facilities marked with an asterisk require an additional cost beyond that for the area and custodial services. Those charges are as follows:

<u>SERVICE:</u>	<u>RATE / HOUR</u>
Food Service	Hourly Rate
Events Supervisor	\$17.00
Life Guard	\$17.00

NOTE: After the event has occurred, special personnel will need to submit a time card to the Treasurer's Office.

SCHOOL BUILDINGS AND REAL PROPERTY UTILIZATION POLICY

- A. The school district grounds, buildings and real property were purchased or erected for the purpose of education and training of the youth and adults of the Oak Hills Local School District.
- B. The grounds, building and real property of the school district shall be made available for the use of Oak Hills residents under conditions described by law and in accordance with the adopted policies of the Board of Education. Non-resident groups will not be allowed the use of these facilities, i.e., groups not having a substantial number of Oak Hills residents.
- C. No school facilities shall be used for any of the following purposes:
 - 1. For commercial or personal gain;
 - 2. For any program which would include the use of intoxicating beverages or drugs, or involve gambling or any games of chance;
 - 3. For any money-raising activity unless the proceeds therefore are used for school purposes or for approved charitable, educational, character building, or other such purposes benefiting the children of this community.
 - 4. For engendering racial or religious prejudices or for any other purpose inimical to our democratic way of life. (Requests by organizations of controversial nature should be referred to the Board of Education for decision.)
- D. Pursuant to Revised Code Sections 3313.76 and 3313.77 and the terms of this Policy, a responsible organization or responsible groups of at least seven District residents may use school buildings or grounds, upon proper application and approval, for religious exercises, discussion of topics tending to the development of personal character and of civic welfare, and holding of grange or similar meetings. Upon proper application and approval, a committee representing any candidate for public office, or any regularly organized or recognized political party may use school buildings or grounds for meetings of electors for the discussion of public questions and issues. School buildings may also be used, upon proper application and approval, for public libraries, stations for public libraries, reading rooms, polling places, the conducting of public elections, and the registration of voters.
- E. In addition to other provisions of this Policy, this Paragraph (E) will govern the use of school buildings and other secured real property (such as the football stadium) for social, recreational, educational, athletic, entertainment, or similar purposes not specified in Paragraph (D). A “responsible organization” or a “responsible group” of at least seven district residents may, upon the recommendation of the Superintendent and approval of the Board of Education, use school buildings and other secured school real property for such social, recreation, educational, athletic, entertainment or similar purposes. All such purposes are referred in this Policy as “entertainment or activity.”
 - 1. A “responsible organization” or a “responsible group” is one which, upon application, can establish:
 - a. Unless the Superintendent waives the requirement in writing, that it has liability insurance coverage in an amount equal to the general liability insurance carried by the Board of Education, or such other amount approved by the Board of Education, insuring against any and all claims and causes of actions for property damage or personal injury resulting from, growing out of or in any way related to the use of the school facilities by the organization or group, which insurance may be provided by rider to the Board’s liability coverage, if available; and
 - b. Agrees to indemnify and defend the Board of Education, Board officers, Board members, and Board employees against any and all claims or causes of action for property damage or personal injury resulting from, growing out of or in any way related to the inadequate, insufficient, reckless, or negligent supervision of the entertainment or activity;
 - c. In addition, where school-age children reasonably may be expected to attend or participate in the entertainment or activity, a “responsible organization” or “responsible group” may be required by the Superintendent to demonstrate:

- (1) that it has directors, officers, or designated leaders who have had successful experience in conducting the entertainment or activity for which the use is proposed;
- (2) that it has adequate numbers of adults to supervise the entertainment or activity responsibility;
- (3) the good character of adult supervisors of the entertainment or activity, as evidenced by the absence of a conviction of a felony, an offense of violence, a theft offense, a sex offense, or any offense involving drug abuse; and
- (4) the competency of the adult supervisors to direct or supervise the entertainment or activity, as evidenced by the adult supervisor's ability to work effectively with school-age children, knowledge of the entertainment or activity, knowledge of the rules and regulations of the Board of Education pertaining to use of school facilities, and knowledge of the health and safety related aspects of the entertainment or activity.

2. All approved entertainment or activity by organizations and groups shall be non-exclusive and open to the general public.
3. Use for approved entertainment or activity may not interfere with or inconvenience school operations and activities.
4. If the entertainment or activity will occur in proximity to consumable or perishable supplies, materials or equipment of the school district, a reasonable security deposit may be required in advance of the use by the Superintendent to pay for loss, damage or consumption of district supplies, materials or equipment.

F. For the purpose of establishing priority, the Board of Education recognizes five classes of school facility users:

- | | |
|-----------|---|
| Class I | Extra-curricular activities approved and operated by the Board of Education. |
| Class II | Responsible organizations and groups closely affiliated with school operations, e.g., PTA, school employees; |
| Class III | Responsible organizations and groups dedicated entirely to the service of school age youth of the Oak Hills Local School District, e.g., community athletic organizations, scouts, 4-H; |
| Class IV | Non-profit responsible community organizations whose membership majority resides in the Oak Hills Local School District; |
| Class V | All other responsible groups of residents. |

In the event of conflict on dates, the classification of user shall be the determining factor with the lowest numbered classification having priority. When classification numbers are the same, scheduling may be in accordance with the date of submittal of request. Appeals on priority classification shall be made to the Board of Education in writing. Any approved application for utilization of facilities shall be subject to cancellation if the property is later found to be needed for use by school authorities.

G. No fees or charges are typically made for any Class I or II activity or for use of school facilities for a meeting place for electors to discuss public questions and issues. No Class I or Class II organization or groups shall be charged a fee for the use of school facilities. Fees or charges for lights, heat, custodial-security personnel, etc., may be charged to any Class III user and shall be charged to any Class IV or V user of school facilities. A reasonable fee schedule for these expenses shall be established by the Board of Education. Fees should be paid by check made payable to the Oak Hills Local School District and deposited with the Building Principal at least five (5) days prior to the use of a facility. Class II, III, IV, and V users will be charged by the school district for any damage to property or other expenses resulting from the use of school facilities including, but not limited to, the actual cost of repairs or replacements. Failure to make a deposit will void the agreement. The Superintendent or his designee shall decide what personnel services reasonably must be provided for custodial or security purposes for the particular event.

- H. A school district representative shall be in attendance when the building and/or designated varsity athletic facilities are used by any organization or group regardless of classification and will be solely responsible for opening and closing a facility. The using group shall be billed by the school district for the costs of school personnel and the school district will pay the school employee for his services. Groups will not pay school employees directly. When police service is required, arrangements are to be made by and paid for by the using group. Supervision by the organization or group sponsor will begin and close the activity on time as schedule. Supervision will include keeping all vehicles off of playground areas by providing personnel to direct vehicles designated parking area and restoring the building and grounds to their condition and appearance before the use. Procedures to be followed for using school district facilities by Class I and II users will be established by the building principal.
- I. Procedures to be followed in obtaining use of school district facilities by Class III, IV or V users shall be as follows:
1. An organization, group of at least seven residents of the District, public body, public official, political party or political committee desiring to use school facilities shall submit an application on the appropriate form, with appropriate supporting evidence, to the Superintendent at least fourteen (14) days prior to the date of intended use. The applicant must complete three copies of the Facility Utilization Application indicating the organization, address, and phone number of individuals responsible, individual making application, purpose(s) of use, dates and hours of desired use, and specific area of facility to be used. The Superintendent or his designee will specify on the application the school personnel services to be provided, cost for same, and charge for using the facility. Signature space should be provided for three names.
 2. The Superintendent or his designee shall review and investigate the application in order to determine whether the applicant satisfies the criteria and conditions of adopted Board of Education policies on use of school facilities.
- J. General Provisions
1. A report listing facility utilization by Class II, III, IV and V users shall be made to the Board of Education on a bi-monthly basis. This shall include any use not previously listed and nay future uses scheduled as of that report.
 2. The group or organization using the facilities is responsible for all property destroyed, damaged or removed during the period of use, and the user shall make prompt payment for the same directly to the Treasurer. Damage or loss shall be timely reported to the Superintendent and the Board of Education.
 3. Any organization or group to whom the school grounds or facilities have been leased shall accept full responsibility for both the conduct of all who use such grounds or facilities and for the prior care of the builds and equipment.
 4. If the Board of Education approves the application, the responsible organization or responsible group of at least seven residents, prior to use, shall enter into a written lease agreement with the Board of Education containing the terms set forth in this Policy.
 5. A copy of this policy shall be provided to each principal for the information of any applicant.