

Guidelines

Use of School Facilities Policy 7510

General Rules and Regulations **Governing Use of Buildings and Property**

1. Building Principals are expected to maintain a school calendar indicating dates of special functions in their building, together with rooms to be used and hours scheduled. School groups must clear use of building with the Building Principal. Building Principals shall keep the Superintendent promptly and continuously informed regarding school functions which are scheduled outside of regular school hours, and such scheduling shall be done in accordance with the following policies:
 - a) School activities shall generally be limited to the period between Monday through 11:00 A.M. Saturday during weeks when school is in regular session.
 - b) School social events will normally be scheduled on Friday evenings, and except for "major" functions (Homecoming Dance, Junior Prom, etc.), the closing time shall be 12:00 A.M.
 - c) If it becomes necessary to schedule mid-week social events, the closing time shall be no later than 10:30 P.M.
 - d) Other student meetings held in the building during the week shall close no later than 10:00 P.M.
 - e) Student groups meeting in the building outside of regular school hours shall be under the continuous supervision of their faculty advisor(s), and shall limit their activities to that part of the building where the meeting has been scheduled.
 - f) Arrangements for chaperones for school social events shall be approved at least two weeks in advance by the Building Principal.
2. Outside groups must clear use of buildings directly with the building principal. The building principal shall routinely forward the building use form to the Superintendent.
3. The School Board assumes no liability for injury that may occur to persons or groups requesting the use of the building.
4. The renter, or group using the building, agrees to restore to original condition any unwarranted destruction of property. The Board of Education shall be the sole judge of unwarranted destruction of property.
5. The renter or group using the building will designate one person who is the responsible spokesman for the group. All requests for special equipment or services will be made by this person to the building principal at least two weeks prior to requested date.
6. Requests for use on Weekends need to be made at least one month in advance of the event.

Charges

1. School and School Related Groups

The Board of Education subscribes to the policy whereby these facilities may be used for school activities and other educational purposes by students and associated groups (P.T.O., Red Cross, Scouts, 4-H, etc.) without charge.

2. Resident Groups of District – Non-Commercial

Groups of local residents or municipal boards may rent the buildings for education, recreation, civic and semi-commercial (no admission) purposes at a nominal fee.

3. Resident Groups of District – Commercial, locally produced and promoted

Groups include local service clubs and sponsored events.

4. Resident Groups of District – Commercial, locally sponsored, produced or promoted by outside organization

Groups include drivers education, etc.
(Prices Effective December 15, 1998)

Type of Group	Gymnasium	Rooms	Multi-Purpose	Kitchen
<u>School and School Related Groups</u> School & Home Connection, 4-H, Red Cross, etc.	No charge	No charge	No charge	No charge
<u>Resident Groups of District</u> Local residents, municipal boards, educational, recreational, civic, semi-commercial groups of district.	\$ 10	\$ 5	\$ 7	\$ 10
<u>Resident Groups of District</u> Commercial, locally produced and promoted.	\$ 35	\$ 10	\$ 10	\$ 25
<u>Resident Groups</u> Commercial, locally sponsored, produced or promoted by outside organization.	\$ 50	\$ 15	\$ 15	Not available

All fees are for 1/2 day or one evening.

Additional costs may be incurred due to custodial or cook time. The organization requesting use of the facilities will be responsible for the district assigned rate per hour for personnel. The Saturday/Sunday rate is **\$34.82** per hour. **The principal of the building may waive this charge and/or the rental charges.**

No Charge except for "after hours" custodial service.

Adopted: 04/09/58

Revised: 03/09/66 03/11/71 10/23/75
 02/11/82 09/12/92 03/11/99 04/12/99 09/01/00
 02/25/02 12/03/02 01/11/05 05/10/06

**APPLICATION AND AGREEMENT FOR USE OF
COLUMBUS SCHOOL DISTRICT FACILITIES
2007-2008**

The undersigned _____ being the authorized representative
Person requesting room
of _____ and on its behalf, hereby makes application
Organization requesting room Phone Number of Contact
for use of public school facilities, the dates and times, and the purposes being as follows:

Number of Rooms Needed: _____
Who is responsible for overseeing use of room(s): _____
Address of person responsible for overseeing use of room(s): _____

Date(s)	Date	Time (from to)	Purpose

Equipment Needed: chairs speaker stand microphone AV equipment
 PA system other: _____

The undersigned further acknowledges that he/she has read the rules and regulations of the Columbus School Board with respect to the use of the buildings and grounds, a copy of which is hereto attached, and hereby agrees that the above organization will abide by and comply with such rules and regulations.

It is mutually understood and agreed that the aforesaid use is permitted as a public service and, In consideration of the granting of permission for the use of the facilities above referred to by the Columbus School Board, above organization hereby agrees to indemnify the Columbus School Board, and its component members, employees, and agents from all costs, expenses and claims therefore resulting directly or indirectly from or caused by accidents or incidents occurring on said school grounds or in said school building while used by this organization or for its purposes on said date.

The undersigned for and on behalf of the above mentioned organization, makes the following request for service or arrangements and agrees to pay the amounts indicated to the Columbus School District.

Name of Organization: _____
Contact Person: _____
Phone/Address: _____
Principal Signature: _____
Business Administrator: _____

The organization requesting use of the facilities will be responsible for the district assigned rate per hour for personnel. The 2007-2008 Saturday/Sunday rate is \$34.82 per hour. (Rates to be changed each year.) The principal of the building may waive this charge and/or the rental charges.

Costs for rent of rooms \$ _____ (see attached schedule). Initial if waived _____.
principal

Personnel charge waived: _____ (building principal) FORM FU-1 12/98

WHITE COPY - DISTRICT OFFICE

YELLOW COPY - RENTER

PINK COPY - BUILDING
BUILDING OFFICE - MAKE COPY FOR CUSTODIANS