

# JACKSON CITY SCHOOLS

450 Vaughn Street  
Jackson, Ohio 45640

Request to Use School Facilities

740-286-6442  
740-286-6445 (Fax)

Date of Application \_\_\_\_\_

\_\_\_\_\_  
Group Name \_\_\_\_\_ Address \_\_\_\_\_

Name/Address of Group's Treasurer \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Treasurer's Email \_\_\_\_\_

### Building(s) and/or Facilities Requested

Date of Activities \_\_\_\_\_ Time Opened \_\_\_\_\_ Closed \_\_\_\_\_

ACTUAL TIME OF ACTIVITY: Time Started \_\_\_\_\_ Closing \_\_\_\_\_

Building/Area Requested: \_\_\_\_\_

For what purpose will facilities be used? \_\_\_\_\_

\_\_\_\_\_  
Technology Needed? \_\_\_ Yes \_\_\_ No

**REMEMBER: If school is cancelled or not in session for the day requested, facilities are NOT available.**

### Estimate of Costs

Cost for use of Building \_\_\_\_\_

Custodial Cost (number hours X rate) \_\_\_\_\_

Cook Costs if Kitchen is used (number hours X rate) \_\_\_\_\_

Actual Hours Used – Building \_\_\_\_\_

**Total Estimated Costs** \$ \_\_\_\_\_

The final charge will be based upon actual costs. Weekend labor rates are higher. Any damage or cleaning costs will be added.

The permit holder agrees to the attached regulations and to indemnify and hold harmless the Jackson City School District and their agents and employees from all liability, claims, damages, or costs, arising out of the use of the facility, whether it be caused by the negligence of the indemnitor or the Jackson City Board of Education or either party's agents or employees or otherwise. **The initials indicate the permit holder acknowledges they have read the regulations and understands the liabilities and regulations regarding district facilities.**

\_\_\_\_\_  
**Initials of Applicant**

I accept responsibility for the group/organization I represent. I agree that it will abide by the attached rules and regulations with the knowledge that any violation of these rules and regulations may result in a fee being assessed for damages and/or denial of the use of the school's building(s) and/or grounds.

I hereby declare the requesting organization/individual is covered by \_\_\_\_\_ insurance Company with liability in the amount of \$ \_\_\_\_\_. **(Attach certificate of insurance to this form.)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Organization's Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Assistant Superintendent**

\_\_\_ Billing Copy \_\_\_ Office Copy \_\_\_ Organization's Copy \_\_\_ Prin. Copy \_\_\_ Main. Supv. \_\_\_ Custodian \_\_\_ Technology Dept. \_\_\_ A.D.

# **Jackson City Schools**

## **Regulations For**

### **Community Use of School Facilities**

School facilities can be rented for sporting events, benefits, fund-raising, competitions, entertainment, and sport camps by organizations, corporation, community groups, or schools. School facilities are not available for rent by individuals for such events as birthday parties, individual practices, etc. The following regulations have been developed to implement Board of Education policy and Ohio Law.

#### **Priorities for Use of the Facilities**

School facilities will only be considered available for outside groups when there is no conflict with planned or ongoing facility use by school activities such as Interscholastic Athletics, Band, Choral Groups, Intramural Athletics, Clubs related to curriculum activities, curriculum nights, etc. When school facilities are determined to be available for outside groups, they shall be assigned according to the following priority rankings.

*Group A Non-profit Groups whose Activities are Student Related*

Examples: PTO, Athletic Boosters, Band Boosters.

*Group B Board interest, Non-profit Groups whose benefits go to Charity, Community Projects, or Schools*

Examples: Chamber of Commerce, Civic Groups, Service Clubs, Arts Council, Hospitals, Youth Club Teams, etc.

#### **Reserving Facilities**

1. Initial contact for the reservation of any space or facility shall be made at the office of the Assistant Superintendent in the Central Administrative Offices of the Jackson City School District
2. At the time of request for reservation, each applicant shall receive a list of fees, policy regulations involving insurance and liability, and rules for use of facilities.
3. Facilities and space are available for reservation between the hours of 8:00 a.m. and 10:00 p.m. Exceptions are handled on an individual basis.
4. Rentals will be considered cancelled on days when the schools are closed for calamity days, or on days not in session. At various times of the year, facilities will be unavailable due to maintenance work.
5. The Board of Education reserves the right to deny use of any facility to a person, group or organization. examples of these are: conflict with planned or ongoing facility use; lack of personnel to prepare facilities; a known history of disruptive or undesirable conduct by the person and/or group; and failure to pay charges or fees.

## General Rules and Responsibilities of the Applicant

1. Any organization or individual desiring to use District facilities shall complete on application and submit it to the Assistant Superintendent for approval at least thirty-one (31) days in advance of the use date.
2. Approved applications for facility use, when charges are involved, must be accompanied by a deposit in an amount equal to 100% of the estimated fee.
3. The Assistant Superintendent shall clear each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.
4. The Assistant Superintendent will approve all requests and send a photocopy of the request to the building administrator.
5. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for school employees is required as a result of the use. Fees, include the use of custodian, cook or other school personnel will be billed to the organization according to district pay schedules. Any clean up required beyond regular duties will be included. The fees will be billed to the organization by the treasurer of the Board of Education.
6. The Jackson City Board of Education requires groups or individuals using school property to have liability insurance, \$1,000,000 bodily injury and \$1,000,000 property damage, with the district named in the policy as an additional insured. In such instances, the Board shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement.
7. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Assistant Superintendent with or without due notice. All approvals are to be granted with this understanding. The 100% deposit is refundable when twenty-four (24) hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
8. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
9. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.
10. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
11. The District reserves the right to request payment of estimated fees in advance.
12. Use of tobacco, including substitute products and E-cigarettes, is prohibited. All users are responsible for complying with this regulation.
13. Supervision of the activity and crowd control will be the responsibility of the contracting organization. If in the opinion of the Assistant Superintendent police protection is needed such protection shall be provided by the group contracting for the use of the facility.

14. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
15. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
16. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
17. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment available.
18. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
19. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
20. Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.
21. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
22. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
23. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
24. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
25. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
26. The District will not be responsible for any loss of valuables or personal property.
27. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for when the school facility is being used.

28. NO food or any kind of drink is permitted in ANY district gymnasium or the high school field at ANY time.
29. Non-marking gym shoes must be worn when using any gymnasium floor.
30. Playground facilities may not be used by any youth over the age of twelve (12) not shall any person be allowed on playgrounds after dark.
31. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
32. The adult sponsor will insure that only members of the approved group are admitted and that they remain in the area of the activity during the entire activity. The adult sponsor must be present at all times, and be the last to leave the premises.
33. Organization's property is not to be stored in buildings or on grounds, unless special permission is obtained from the building administrator.
34. Permission must be granted before selling, exhibiting or displaying any material.
35. The school does not accept responsibility for any organization's property.
36. The board or its representative is the sole judge as to the extent of any damage. Damage must be paid by the using organization.
37. Putting up decorations or scenery is prohibited unless special permission is granted.
38. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

## **Fee for Use of District Buildings**

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- A. The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- B. The use of District facilities for any school-affiliated group shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employees fees.
- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services as may be required.

### **Direct School Groups**

Defined as teams and clubs sponsored by the district and led by district personnel for the benefit of students. Examples: Athletic teams, extra-curricular clubs, band.

Fees:

Facility Rental: No Charge – Officially recognized and trained personnel required for supervision.

Personnel:

No charge if supervised by officially recognized and trained personnel of the district.  
If personnel required then charge is equal to employees regular hourly rate.

### **Indirect School Groups**

Defined as groups existing for the sole purpose of supporting the district's students and their academic and extra-curricular activities. Examples: PTO, Parent and Booster organizations.

Fees:

#### **General Meeting/Business Activities**

Facility Rental – None

Personnel Fees: No charge if supervised by officially recognized/training personnel of the district.  
No charge if district custodial/supv. Personnel regularly scheduled to be present.

#### **Fund Raising Activities**

Facility Rental – None

Personnel Fee: Regular (overtime paid by the Board) hourly rate. Limited to 2 times per school year.  
Security costs as required by the district.

## Non-Profit Community Groups

Defined as groups existing for the purpose of serving in the best interest of the community and its residents. Examples: Chamber of Commerce, Hospitals, Civic Groups.

Fees:

### Fee Based Activities (participants are charged a fee)

#### Indoor Facility Rental Hourly Rate:

Elementary Classrooms (all schools)	\$ 10/hr.	
Elementary Gym (no JCS Students)	\$ 20/hr.	\$10/hr. if mixed JCS/Other
Middle School Gym (no JCS Students)	\$ 25/hr.	\$15/hr. if mixed JCS/Other
High School Field House	\$ 50/hr.	
High School Gym	\$100/hr.	
Commons w/o kitchen	\$ 25/hr.	
Commons w/kitchen	\$ 50/hr.	
Middle School Auditorium	\$100/hr.	

Personnel: Direct personnel cost.

### General Meeting/Business Activities

Facility Rental: See above hourly schedule of rates.

Personnel: None if custodial personnel regularly scheduled to be present,  
otherwise direct personnel cost.

### Fund Raising Activities

Facility Rental: 4 times the above hourly schedule of rates.

Personnel: Direct personal cost.  
Security costs as required by the district.

**Athletic Teams Using Elementary or Middle School Gym**

**Elementary Gyms** (Limit of one time maximum of 2 hours/week)

Facility Rental: Group composed of all JCS students	\$10
Group composed of mixed JCS students and students from other schools	\$10/hr.
Group composed of no JCS students	\$20/hr.
Profit Making	\$20/hr.

Personnel: None if custodial personnel regularly scheduled to be present,  
otherwise direct personnel cost.

**Middle School Gym** (Limit of one time maximum of 2 hours/week)

Facility Rental: Group composed of all JCS students	\$15
Group composed of mixed JCS students and students from other schools	\$15/hr.
Group composed of no JCS students	\$25/hr.
Profit Making	\$25/hr.

Personnel: None if custodial personnel regularly scheduled to be present,  
otherwise direct personnel cost.