

## **Guidelines for the Use of School District Facilities**

### **Scheduling**

School and school related groups or organizations desiring to use a particular facility shall schedule times and locations through the building principal or athletic director. The Village's Community Coordinator schedules the Scout House and the Community Room. After school district and election related scheduling needs are met, community groups and organizations who wish to use facilities at other available times shall schedule times and locations through the following procedures:

1. Receive approval from the appropriate school official to use school facilities. School officials include the elementary principal, the junior/senior high principal, or the athletic director.
2. Make scheduling arrangements based on location, as follows:
  - Group A Facilities – Contact Dorothy Figy, School's Community Activities Scheduler  
*High School Main Gym, High School Multi-Purpose Room, Elementary New Gym, Elementary Old Gym, Elementary Fields and Diamonds, High School Stadium*
  - Group B Facilities – Contact appropriate school official  
*High School Auditorium, Classrooms*
  - Group C Facilities – Contact Bev Gottlieb, Village's Community Coordinator  
*Community Room, Scout House*
3. Complete the *Application for Use of School District/Community Facilities* form and return it to the building principal (for school facilities) or the Community Coordinator (for Community Room or Scout House)

### **Priority of Use For Group A and B Facilities**

1. Uses directly related to the schools and the operation of the schools; for example, sports, music, drama, and other extra-curricular or co-curricular activities.
2. Uses and groups indirectly related to the schools; for example, activities of Mothers Support Group (MSG), Parent Teacher Organization (PTO), Music and Theatre Association (OHMTA), and Athletic Boosters.
3. Uses for voter registration and elections.
4. Uses by community organizations or groups formed for charitable, civic, religious, or educational purposes; for example, youth and adult sports leagues, club teams, and other recreation programs.
5. Uses by departments or agencies of government.
6. Other such uses that promote the welfare of the community, provided such meetings are non-exclusive and open to the general public.

**Priority of Use For Group C Facilities**

For the Scout House, generally school groups/events have priority during school hours. Scouts have priority during non-school hours. Outside groups must follow the priority of use listed for Groups A and B (above).

For the Community Room, the Village's Community Coordinator determines priority.

The use of the District's buildings and grounds, except for the Scout House, shall not be granted for private social functions.

**Conditions for Use**

1. School groups and school events have priority for all dates and facilities in Groups A and B.
2. Scheduled community activities will automatically be cancelled when schools are temporarily closed for adverse weather, lockdown, or pandemic days.
3. The use of drugs and/or intoxicants is prohibited in school buildings and on school grounds.
4. Smoking and the use of tobacco products is prohibited in school buildings and on school grounds.
5. Requests should be made as far in advance as possible to permit scheduling any personnel assignments.
6. All requests must be made in writing on the proper form, which can be obtained in the building offices or from the building principals, the athletic director, the Village's Community Coordinator (in the case of the Scout House or Community Room), the School's Community Activities Scheduler, or on the district's website.
7. All district buildings and grounds must be properly maintained and cleaned after use.

**Responsibilities**

1. The sponsoring individual or organization assumes all responsibility for the facilities and equipment requested and is responsible for all who enter the building or use outdoor facilities attracted by the activity.
2. The sponsoring individual or organization shall be held financially responsible for any property damage, theft, or loss of supplies and equipment, or any extraordinary cleaning requirements arising from occupancy of the school facilities.
3. The Board of Education assumes no responsibility or liability for the sponsored activity.
4. Proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim may be required if the applicant is not a school sponsored group. Any commercial group outside of the community using district facilities must have proper proof of insurance.

**Fees for Use of School District Facilities**

1. There is no charge for the use of school district facilities to school or community sponsored groups (a majority of the group’s members live in Ottawa Hills). Community groups receiving the facilities’ use at no cost may not charge admission for events.
2. Outside groups are charged the following fees for a four-hour time period ending no later than 10:30 p.m.

<b>Group A Facilities</b>	<b>Fee</b>	<b>Group B Facilities</b>	<b>Fee</b>
Gymnasiums	\$75	Auditorium	\$250
Multi-purpose Room	\$75	Auditorium/Dressing Rooms	\$300
Locker Room	\$25	Family and Consumer	
Elementary Fields/Diamonds	\$50	Science Room	\$25
Stadium (without lights)	\$1,300	Kitchen	\$50
Stadium (with lights)	\$1,500	Classroom	\$15
 <b>Group C Facilities</b>		 <b>Fee</b>	
Community Room	\$50		
Scout House	\$75		

3. All rental and deposit fees are payable at least two weeks in advance to: Ottawa Hills Schools, c/o Treasurer, 3600 Indian Road, Toledo, OH 43606.
4. The cost for custodial services is the individual custodian’s current, negotiated hourly rate and will vary depending on day and time of the event and will be billed after the event. Payment for any damage to the facility or equipment is required. A deposit of \$100 is required for this purpose and shall be refunded if not used.
5. The auditorium stage lighting and sound system equipment and any computer equipment must be operated by trained school personnel. Personnel fees will be calculated at an hourly rate.
6. Additional fees or requirements for use may be assessed for security, maintenance, supervision, or other items if deemed necessary by the school administration.
7. All use of the stadium facilities must be arranged through the athletic director. Use of the stadium does not include the use of or access to the concession stand, press box, public address system, stadium lighting, and scoreboard, unless prior approval has been given by the athletic director. Fees may be assessed for the use of stadium lighting at the rate of a minimum of \$25 per hour.

Use of the stadium (including the turf, press box, public address system, stadium lighting, and scoreboard) shall require training. This training must be scheduled through the athletic director.

**Other Guidelines**

1. Students should never occupy any facility without adult supervision. Students are not to enter the facility until the supervising adults have arrived. It is the supervising adults’ responsibility to work out a system so that the group is not entering the building before the supervising adults. **Doors should never be propped open nor should anyone be allowed to enter the facility who is not associated with the group.**

2. Groups must be supervised at all times. Children may not leave the group to go anywhere else in the building. Group members must enter and exit at the same door. Group members must clean up the facilities after their scheduled use. Discard water and pop bottles, food wrappers, and other debris. Put equipment back in its original position.
3. **The building and stadium facilities are closed over the following holidays:** Labor Day weekend, Thanksgiving Break, Winter Break, Martin Luther King and President's Day weekends, Spring Break, Memorial Day weekend, and when schools are closed because of inclement weather, lockdown, or pandemic days. Community groups **cannot** use the facility during these times, **unless** requests have been made at least two weeks prior to the holiday break and the superintendent is able to arrange for custodians to be in the building at the time the facilities are used. Costs for custodial services will be billed to the organization using the facilities. A separate *Application for Use of School District/Community Facilities* must be obtained from and approved through the office of the superintendent for use during holiday breaks.

**Failure to follow the Guidelines for the Use of School District Facilities could result in loss of privileges for facility use.**