

Johnstown-Monroe Local School District

Bylaws & Policies

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board may permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Facilities may also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities may be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and may be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board may make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Village Manager (local governing body) to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

Johnstown-Monroe Local School District

Administrative Guidelines

7510A - USE OF DISTRICT FACILITIES

Applications

Any organization or individual desiring to use District facilities shall request the use via the District's Facilities Use software system (SchoolDude System) and await approval.

- A. The Superintendent shall review 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.
- B. The Superintendent will approve all requests and inform the respective building administrator. If the request is not approved, the requesting group will be notified via the SchoolDude System.
- C. Each applicant may need to submit, prior to approval, proof of liability insurance covering facility use in the amount of \$1,000,000.
- D. 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 Superintendent **with or without due notice**. All approvals are to be granted with this understanding. Cost of use will not be due when approved use is cancelled by the District.
- E. Under no circumstances will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- F. Groups requesting use of District facilities will not be permitted to request use of facilities more than 90 days in advance.

Ineligible Users

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.

Regulations (see [Form 7510 F2](#))

- A. 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.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited. All users are responsible for complying with this regulation.

- D. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- E. 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.
- F. The user shall be fully responsible for cleaning up all trash and all loss or damage to District property, including property of students and employees.
- G. 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.
- H. 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.
- I. 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.
- J. Buildings will normally be open fifteen (15) minutes prior to the activity and for thirty (30) minutes after its scheduled end, unless other arrangements are requested on the application and approved. Key service may cost extra.
- K. 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.
- L. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- M. Facility rental outside of normal custodian hours will be subject to approval of the Superintendent
- N. 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.
- O. 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 aiseways. All occupancy limits must be observed.
- P. The District will not be responsible for any loss of valuables or personal property.

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.
- B. 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.
- C. Special Circumstance Groups may request a reduction of the fees associated with the rental of certain facilities by filling out Form 7510F1 and submit to the Superintendent, subject to the approval of the Board of Education.

Elementary (Searfoss and Oregon)	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Gymnasium/Auditorium	No charge	\$50 per hour	\$100 per hour	\$300 per hour
Lunchroom (no equipment use)	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Lunchroom (with equipment use)	No charge	\$100 per hour	\$200 per hour	\$600 per hour
Library/Classroom/Teacher's Lounge	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Leafy Dell Elementary (Fiscal Year 18)	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Gymnasium/Auditorium	No charge	\$75 per hour	\$150 per hour	\$450 per hour
Lunchroom (no equipment use)	No charge	\$75 per hour	\$150 per hour	\$450 per hour
Lunchroom (with equipment use)	No charge	\$125 per hour		
Library/Classroom/Teacher's Lounge	No charge	\$75 per hour	\$150 per hour	\$450 per hour
Adams Middle School	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Gymnasium/Auditorium	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Library/Classroom/Teacher's Lounge	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Softball Field / Practice Field	No charge	\$20 per hour	\$40 per hour	\$120 per hour
Baseball Field	No charge	\$75 per hour	\$150 per hour	\$450 per hour

Current High School	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Gymnasium	No charge	\$80 per hour	\$160 per hour	\$480 per hour
Lunchroom	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Library/Classroom/Teacher's Lounge	No charge	\$60 per hour	\$120 per hour	\$360 per hour
Parking Lot	No charge	\$100 per hour	\$200 per hour	\$600 per hour
New High School (Fiscal Year 18)	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Gymnasium	No charge	\$100 per hour	\$200 per hour	\$600 per hour
Lunchroom (no equipment use)	No charge	\$100 per hour	\$200 per hour	\$600 per hour
Lunchroom (with equipment use)	No charge	\$150 per hour	\$300 per hour	\$900 per hour
Library/Classroom/Teacher's Lounge	No charge	\$75 per hour	\$150 per hour	\$450 per hour
Varsity Baseball Field	No charge	\$150 per hour	\$300 per hour	\$900 per hour
Other Facilities	Group 1 Charges	Group 2 Charges	Group 3 Charges	Group 4 Charges
Performing Arts Center (no equipment use) - \$200 deposit (refundable)	No charge	\$200 per hour	\$400 per hour	\$1,200 per hour
Performing Arts Center (with equipment use) - \$500 deposit (refundable)	No charge	\$250 per hour	\$500 per hour	\$1,500 per hour
Football Field - \$200 deposit (refundable)	No charge	\$200 per hour	\$400 per hour	\$1,200 per hour
Track Only	No charge	\$100 per hour	\$200 per hour	\$600 per hour

Revised 10/24/2016

Johnstown-Monroe Local School District Administrative Guidelines

7510B - CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

This procedure is established to implement the Board of Education policy governing use of school facilities. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated space and facilities are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: Student Groups and Community Groups Affiliated with the Schools

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, nonschool-sponsored clubs and organizations. Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. Student Groups will be given first priority and Community Groups Affiliated with the Schools will be given second priority.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

B. Category 2: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups primarily comprised of District residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fees for Category 2

Fees will be charged for these groups in accordance with the fee schedule in Administrative Guideline 7510A.

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

D. Category 3: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces.

Where extraordinary user requirements or services are required, permits will not be granted to Category 3 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 3 users.

Fees for Category 3

Category 3 users will be charged two (2) times the rates shown in Administrative Guideline 7510A

E. Category 4: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned.

Fees for Category 4

Fees for Category 4 users will be six (6) times the rates shown in Administrative Guideline 7510A.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.

Johnstown-Monroe Local School District
Administrative Guidelines

7510C - SUPERVISION OF RENTED FACILITIES

- A. Each group requesting the use of District facilities may be required to pay for the services of a District custodian.
- B. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- C. If the supervisor, as designated above, is not satisfactory to the administrator in charge, the District reserves the right to deny use of the facility.
- D. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

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