

## **BUILDING RENTAL/COMMUNITY USE OF FACILITIES**

The Jefferson Local Board of Education conceives of the school as a community center operating in partnership with other groups within the community. Thus it encourages the participation and use of the school facilities by community groups, agencies, and institutions that share in the health, welfare, recreation and educational interests in the community.

All those using District Facilities are subject to charges established by the Board of Education in this policy.

### **I. RESERVING FACILITIES**

- A. Initial contact for the reservation of any facility or space shall be made at the building being rented through the building principal or designee.
- B. 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.
- C. Facilities and spaces are available for reservation at the following times on non-school days and weekends:
  - 1. High School/Middle School Facilities
    - a) 8:00 a.m. and 10:00 p.m.
  - 2. Norwood Elementary
    - b) 8:00 a.m. and 9:30 p.m.
- D. Facilities and spaces are available for reservation at the following times on normal school days when such facilities are not being utilized by school functions:
  - 1. High School/Middle School Facilities
    - c) 5:00 p.m. and 10:00 p.m.
  - 2. Norwood Elementary
    - d) 5:00 p.m. and 9:30 p.m.
- E. Facilities will be unavailable for rental due to maintenance work at various times of the year.
- F. The Board of Education maintains the right to deny use of facilities to any individual, group or organization. Any unsatisfactory experience with a facility or renter not paying charges or fees shall be adequate reason for refusing future building use.
- G. A deposit is required before the building will be rented. The deposit formula is as follows: Number of hours used per night times two (2) nights times \$15.00 (example: 2 hours times 2 nights times \$15.00 equals \$60.00 deposit). Any additional expense incurred by the school district dealing with cleanliness, damage, etc. will be deducted from this deposit. If there are no problems, the deposit will be deducted in full from the final bill.

- H. Building rental forms must be filled out a minimum of two (2) weeks prior to the date of the rental, even when there is no charge for use. Building rental forms must be filled out every time the building is rented.

## **II. RESPONSIBILITIES OF SCHOOL DISTRICT**

Each building principal or designee shall have the following responsibilities associated with the rental of his/her building.

- A. Approve or disapprove of reservation requests according to established policies.
- B. Provide a contract for each applicant including one copy for the applicant, one copy for the treasurer's office, one copy for the facilities department, and one copy for the building principal.
- C. Maintain a master schedule of building space and facility use.
- D. Schedule all necessary custodial or other special services appropriate to the request. All rentals subject to availability of custodial services.
- E. Schedule any additional space not previously reserved on a first come first serve basis.
- F. In emergency situations or very unusual circumstances, negotiate and reschedule the event to accommodate the parties involved.

## **III. GENERAL RULES AND RESPONSIBILITIES OF THE APPLICANT**

- A. Any contract or privilege granted to any person, group or organization to use any District's facilities is personal and shall not be transferred to any other person, group or organization.
- B. The applicant agrees to assume responsibility for all liability arising from incident(s) to the occupancy of District's facilities used, it is understood and agreed upon that the school district assumes no obligation respecting the use of such premises.
- C. Contracts will be issued for specific areas of District facilities. It shall be the responsibility of the applicant to insure that the remainder of the building is not entered. Violations of this policy are subject to contract termination.
- D. School District equipment including but not limited to theater equipment, public address equipment, athletic equipment, music equipment, and projectors shall not be used by applicants without the service of qualified school personnel.
- E. The applicant shall assume responsibility for securing police protection and/or traffic control when in the school district's opinion such police attendance is necessary. All costs for these services will be borne by the renter.

- F. The applicant shall be responsible in case of loss or damage to school property as a result of the reservation. This includes excessive cleaning requirements.
- G. Alcoholic beverages, unauthorized drugs and profanity are prohibited on school property.
- H. Smoking and use of smokeless tobacco is prohibited inside school buildings.
- I. Users of District facilities are required to comply with state and local fire and safety regulations.
- J. The maximum length of any District rental agreement will be one (1) year (effective July 1<sup>st</sup> through June 30<sup>th</sup>).
- K. Cancellations shall be made through the building principal or designee. In case of cancellation, the applicant will be responsible for any costs to the school district or its personnel prior to the cancellation.
- L. Final payment shall be made within two weeks of receiving a final invoice. Payment shall be made to the Jefferson Local School District Treasurer at the Administration offices.
- M. The Jefferson Local Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses or scheduled community activities.
- N. In the event of a calamity day, the event will be cancelled. The applicant shall reschedule their-building use by contacting the building principal or designee.
- O. Any for-profit activity, the renter or applicant must be eighteen (18) years old or older (adults only).
- P. Appropriate gym shoes must be worn when using the building gymnasiums.
- Q. No flyers, booklets or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used without prior approval by the principal or designee.
- R. Applicants and attendees must park in appropriate designated parking. Parking on sidewalks or grass areas is strictly prohibited. Campus parking maps are available from the Facilities Department.

**IV. GENERAL INFORMATION GUIDELINES FOR BUILDING RENTAL**

- A. If the kitchen is used, school employed cafeteria personnel must be present and paid accordingly unless a written alternate agreement is in place with the Superintendent.
- B. There must be a custodian or principal present when building is being used unless a written alternate agreement is in place with the building principal or designee.
- C. For play/productions, the fee for the space is waived if a Jefferson Local Schools music director (or trained employee approved by the building principal) is present or directing all performances including practices. Up to two (2) dress rehearsals are allowed with the lighting and sound system without additional fees being charged.
- D. The building principal or their designee has the authority to negotiate with groups on charges based on cleaning, setting up/tearing down the space, and the related custodial hours needed to support the event and prepare the space for regular building and/or grounds activities.

**V. BUILDING RENTAL CHARGES**

<b>Categories</b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b> <b><u>Non-Community &amp; For Profit Groups</u></b>
	<b><u>WJ Residents</u></b> School Groups, Community Assoc., Alumni, Boosters, PTO, Scouts, Youth Recreation (i.e. WJYAA/Traveling Team), Adult Education	<b><u>WJ Local Groups</u></b> Service Clubs, Civic Organizations, Adult Sports Groups	

<b>HIGH SCHOOL/MIDDLE SCHOOL</b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>
Classroom	No Charge	\$25.00	\$25.00
Auditeria – Room Only	No Charge	\$100.00	\$200.00
Auditeria – Room & Kitchen	No Charge	\$200.00	\$300.00
Auditeria – Lighting/Sound/Dressing Area	No Charge	\$750.00	\$1,250.00
Gym – High School	No Charge	\$200.00	\$200.00
Gym – Middle School	No Charge	\$200.00	\$200.00
Gym – Both High/Middle School	No Charge	\$300.00	\$300.00
Baseball Field	No Charge	\$200.00	\$200.00
Softball Field	No Charge	\$200.00	\$200.00
Football Stadium – Without Lighting	No Charge	\$500.00	\$750.00
Football Stadium – With Lighting	No Charge	\$750.00	\$1,000.00
Practice Fields – Soccer or Football	No Charge	\$50.00	\$50.00
Kitchen Only	No Charge	\$200.00	\$200.00

*Areas That Will Not Be Rented Include: Weight Room & Field House*

<b>NORWOOD ELEMENTARY SCHOOL</b>	<b><u>Category 1</u></b>	<b><u>Category 2</u></b>	<b><u>Category 3</u></b>
Classroom	No Charge	\$25.00	\$25.00
Gym	No Charge	\$100.00	\$100.00
Cafeteria – Room Only	No Charge	\$100.00	\$100.00
Cafeteria – Room & Kitchen	No Charge	\$150.00	\$150.00

- **Costs listed in this policy are based on a 3-hour block of time for the space being rented. Additional time over 3 hours will be prorated based upon rental fee. \$30.00 per hour will be charged for custodian and/or cafeteria personnel beyond regular hours.**
- **Due to extensive use of the District’s facilities, the Youth Recreation will be charged a 2 hour opening and 2-hour closing fee. Any additional custodian costs associated with the needs of the Youth Recreation will be charged on a per hour basis of \$30.00 per hour. Deposit of \$150/ building will only be applied toward the final invoicing if there are no damages assessed through the Youth Recreation Group. If damages are in excess of \$150, the Youth Recreation Group will be invoiced for the difference.**
- The applicant must follow all policies and procedures as outlined in the building rental & community use of district facilities and grounds.

**VI. HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ agrees to indemnify and **HOLD HARMLESS THE JEFFERSON LOCAL BOARD OF EDUCATION** and their agents and employees from all liability, claims, demands, damages or costs, for or arising out of, **THE RENTAL OF SAID SCHOOL BUILDING** whether it was caused by the negligence of indemnitor or **THE JEFFERSON LOCAL BOARD OF EDUCATION** or employees, or otherwise.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

NOTE: Liability insurance is required by any youth group renting or using the school district's facilities. Copies of liability insurance shall be submitted with this form.

\_\_\_\_\_  
INSURANCE POLICY

\_\_\_\_\_  
POLICY #

**VII. FACILITY RENTAL FORM**

**Building to be Rented:** \_\_\_\_\_

**Rooms/Areas Needed:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Rental Category (Circle One):**      Category 1      Category 2      Category 3

**Person In-Charge of Supervision:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

<b>Reservation Date(s)</b>	<b>Times</b>	<b>Open</b>	<b>Close</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Facilities Equipment Needed:** \_\_\_\_\_

**Sound Equipment Needed (Circle One, If Yes Explain): YES NO** \_\_\_\_\_

**Special Lighting Needed (Circle One, If Yes Explain): YES NO** \_\_\_\_\_

**Projector Needed (Circle One): YES NO**

**Remarks:** \_\_\_\_\_

As representative of the above named group, I: 1) accept the responsibility for reimbursement to the Jefferson Local Board of Education for any damage to school property, other than normal wear, during the period of this rental, as well as charges listed below. 2) understand that payment for rental is due two weeks after invoice, & 3) understand the policy agreement.

**COST**  
RENTAL FEE: \_\_\_\_\_ HRS @ \$ \_\_\_\_\_ = \_\_\_\_\_  
CUSTODIAL FEE: \_\_\_\_\_ HRS @ \$ \_\_\_\_\_ = \_\_\_\_\_  
CAFÉ WORKER FEE: \_\_\_\_\_ HRS @ \$ \_\_\_\_\_ = \_\_\_\_\_  
TOTAL CHARGES: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature      Date

\_\_\_\_\_  
Building Principal/Designee Signature      Date

4 Copies: Organization/Individual  
District Treasurer  
Facilities Department  
Building Principal

## **VIII. BUILDING RENTAL – EMERGENCY CONTACT DIRECTORY**

<b>School District Officials</b>	<b>Emergency No.</b>	<b>Business No.</b>
Robert Hiss, P.E. - Director of Facilities & Transportation	614/795-3789	614/795-3789
William Mullett - Superintendent	614/496-4576	614/496-4576

  

<b>Emergency Services</b>	<b>Emergency No.</b>	<b>Business No.</b>
West Jefferson Police Department	911	614/879-7672
Jefferson Township Fire Department	911	614/879-8265
Madison County Sheriff Department	911	740/852-1212
Ohio State Highway Patrol	911	614/879-9057

### **AED LOCATIONS**

#### **Norwood**

- (1) Outside Gymnasium north door in hallway
- (2) 2<sup>nd</sup> Floor by Elevator, beside room #213 (southwest hallway)

#### **High School & Middle School**

- (1) Outside auditoria door, right of door on wall in hallway
- (2) Outside nurse office by high school office, beside room #168
- (3) MS northeast hallway, across room #113

### **TORNADO & FIRE DRILLS**

In the event of a tornado or fire, signs are posted in each room by entry doors indicating where to go in case of tornado or fire.

### **PHONES**

There are no public phones available in buildings, please be sure that you have other means of communication such as a cellular phone in the event of an emergency.