

## **PROPERTY RENTAL/COMMUNITY USE OF DISTRICT GROUNDS**

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 District grounds by community groups, agencies, and institutions that share in the health, welfare, recreation and educational interests in the community.

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

### **I. RESERVING DISTRICT GROUNDS**

- A. Initial contact for the reservation of District grounds shall be made with the Superintendent or designee. Reservations or lease requests shall be made in writing, explaining the reason or purpose of the request and details of the request.
- B. At the time of the request for reservation, each applicant shall receive a list of policy regulations involving insurance and liability, and rules for use of District grounds.
- C. District grounds are available for reservation at the following times on non-school days and weekends:
  - 1. High/Middle School Grounds
    - a) 8:00 a.m. to 10:00 p.m. (for lighted areas)
    - b) 8:00 a.m. to dusk (for non-lighted areas)
  - 2. Norwood Elementary Grounds
    - a) 8:00 a.m. to dusk
  - 3. Frey Property
    - a) Rental times vary depending on activity
- D. District grounds are available for reservation at the following times on normal school days when such grounds are not being utilized by school functions:
  - 1. High/Middle School Grounds
    - a) 5:00 p.m. to 10:00 p.m. (for lighted areas)
    - b) 5:00 p.m. to dusk (for non-lighted areas)
  - 2. Norwood Elementary Grounds
    - c) 5:00 a.m. to dusk
- E. The Board of Education maintains the right to deny use of District grounds to any individual, group or organization. Any unsatisfactory experience with District grounds shall be adequate reason for refusing future applications.
- F. Property rental forms must be filled out every time the Property is reserved.

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

The Superintendent or designee shall have the following responsibilities associated with the property rental.

- 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 Superintendent.
- C. 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 grounds is personal and shall not be sub-leased to any other person, group, or organization.
- B. The applicant agrees to assume responsibility for all liability arising incident(s) to the rental of the District grounds used, it being understood and agreed that the School District assumes no obligation respecting the use of such premises.
- C. Contracts will be issued for the Grounds reservation. It shall be the responsibility of the applicant to insure that the grounds are not destroyed or altered in any way. The grounds shall be maintained in the same condition as the time of the agreement. If violated, future contracts will be subject to termination or not granted.
- D. 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, with costs borne by the renter.
- E. The applicant shall be responsible in case of loss or damage to school property and/or grounds as a result of the reservation; which includes excess cleaning requirements, repairs and reconditioning. Jefferson Local Schools' Facilities Department will determine the condition of the grounds after the event.
- F. Alcoholic beverages, unauthorized drugs, gambling, and profanity are prohibited on school property.
- G. Smoking and smokeless tobacco is prohibited on school property.
- H. Users of facilities must comply with state and local fire and safety regulations.
- I. The maximum length of any school rental agreement will be one year (effective July 1<sup>st</sup> through June 30<sup>th</sup>).

- J. Cancellations shall be made through the Superintendent or designee.
- K. The Jefferson Local Board of Education reserves the right to cancel a scheduled use of the grounds if such use infringes upon the original and necessary uses or scheduled community activities.
- L. District grounds may also be reserved on Saturday and Sunday.
- M. In the event of a cancellation, the group may reschedule the event by contacting the Superintendent or designee. The rescheduled event/date may not be a guaranteed reserved date.
- N. Any for-profit activity, the renter or applicant must be eighteen (18) years old or older (adults only).
- O. No flyers, booklets or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the property is being used without prior approval is given by the Superintendent.
- P. Applicants and attendees must park in appropriate designated parking spaces. Parking on sidewalks or grass areas is strictly prohibited. Campus parking maps are available from the Facilities Department.

**IV. 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;</u></b> <b><u>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 GROUNDS** 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 #



**VIII. GROUNDS 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

**PHONES**

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