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7510 - **COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)**

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, when school facilities are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of the regulation KG-R, KG-R-1 and KG-R-2, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other purposes. This right of access, however, is subject to any constitutional limitations regarding religious expression in public schools. Fees are assessed in accordance with a schedule adopted by the Board.

The Board encourages the community use of school facilities. To meet these needs, the schools are available for worthwhile educational, recreational, civic and cultural activities provided the State statutes, the educational programs and other policies of the Board are met.

It is necessary, however, to ensure that use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations are established.

In all cases the use of the school building will not be discriminated against for the reasons of sex, race, color, national origin, sexual orientation or creed. Nor will the school be used to teach, promote disseminate or support any theory or doctrine of a subversive nature, intended to undermine or overthrow the constituted form of government of the United States of America.

Restricted Use of School Facilities

No school building or grounds shall be used for any of the follow purposes:

- A. For any private classes for the instruction of children of school age unless such classes are deemed by the Superintendent to be a suitable supplement to the regular instructional program of the school, and unless the schedules, charges, qualifications of the teachers and the quality of instruction conforms to standards established by the Superintendent.
- B. No employee with any building key will open a building for non-approved use.

Eligible Organizations

School facilities may be available without charge for school functions, programs of adult education, parent-teacher organizations and meetings of school booster clubs during the normal working hours of the custodial staff. If buildings are used at other times, any additional cost for custodians or other help will be charged to the organization. The use of school facilities by other organizations is permitted and given in priority order only when the following criteria are met:

Criteria

- A. Such use is sponsored by a local organization.
- B. A worthy educational, civic or charitable purpose is served.
- C. A substantial group in the community will be benefited.

Order of Priority

- A. School programs
- B. School organizations–School groups organized specifically for the purpose of assisting with public schools such as, but not limited to:
 1. School organizations–School groups organized specifically for the purpose of assisting with public schools such as, but not limited to:
 2. Parent Councils

2. Parent Councils
 3. PTA-PTO
 4. Music Booster Groups
 5. Athletic Boosters
 6. Touchdown Club
 7. Academic Boosters
- C. Non-profit community organizations:
1. Boy Scouts/Girl Scouts
 2. Parks & Recreation
 3. Civic Associations
 4. Established Community Churches
 5. Any other community group at the discretion of his/her designee.
 6. Reynoldsburg residents
 7. Reynoldsburg businesses
 8. All other non-resident individuals or businesses

Conditions Governing Use of School Facilities

- A. The schools can provide a service as a community center in the promotion of the cultural and educational life of the community.
- B. The public school buildings are intended for the regular educational programs and maintained at all times to meet this purpose.
- C. All community activities that have been approved for after hours school facility use will be located in one centralized building. The location is determined by the Superintendent or his/her designee.
- D. An employee of the Board must be on duty whenever an organization or group uses a school building or school stadium.
- E. No building is used for commercial or personal gain. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
- F. Approval must be given by the Superintendent or his/her designee for building use for a fund-raising activity by a non-profit, charitable organization. The Superintendent or his/her designee will decide if the organization will be charged for the building use.
- G. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
- H. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
- I. No group will, under any circumstances, tamper with any electrical or heating.
- J. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present at the current rate for his/her services.
- K. There is no smoking or alcohol permitted in the building or on school grounds.
- L. The Board requires a security deposit of 50% of the total cost of the rental, which is refundable only if the event is canceled up to fourteen (14) days prior to the event. After the fourteen (14) days the deposit is non-refundable. The Board also reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.
- M. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored groups must have an employee of the Board, or a latch-key or City of Reynoldsburg employee, present.
- N. Groups that use school facilities must possess liability insurance and produce a certificate of insurance naming Reynoldsburg City Schools as additional insured.

Granting Approval

The Business Manger is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with the rules of community use of school facilities. Should unforeseen circumstances warrant, the Superintendent, the Assistant Superintendent, Business Manager or the building principal may suspend the use of school facilities by outside agencies.

Building Use Application

- A. All individuals, groups and organizations must complete a building use application.
- B. All individuals, groups and organizations that are not covered by school insurance shall sign the waiver of liability or indemnification agreement.

Supervision of School Personnel

An employee of the Board must be present at all times when school buildings are being used by school or non-school organizations.

Building Activity Calendar

The principal/designee of each school shall keep a calendar of all activities scheduled in his/her building or grounds during the hours when school is not in session and makes the necessary arrangement for such activities.

Damage to School Property

All groups using school facilities are responsible to the Board for all damages to school property that results from their use of same.

Charges for Use of School Facilities

- A. The Board requires a security deposit of 50% of the total cost of the rental when the Building Use Application is submitted for approval.
- B. There is a two (2) hour minimum rental on some facilities.
- C. A charge for a cafeteria worker is charged anytime there is any use of kitchen equipment.
- D. Anytime a facility is rented there may be a custodial charge for each custodian needed unless it is a school-sponsored function, fund raiser or group activity where an employee is in charge of the function or group and is willing to be responsible for the cleanup. The District is not to incur the costs of any custodial fees for any non-school activities.
- E. Facilities must be left in the same condition of cleanliness as at the beginning of the function. Failure to do so will result in a cleanup or repair charge.
- F. Any non-profit group charging admission and selling merchandise will be charged the normal fee. Failure to do so will result in a cleanup or repair charge.
- G. Any non-profit group charging admission and selling merchandise is charged the normal fee. These organizations may be charged as determined by the Superintendent or his/her designee.
- H. The Board shall not charge a usage fee for any committee representing a candidate for public office, or any regularly organized or recognized political party, for a meeting to discuss public questions or issues. The Board may hold the committee or party responsible for damage or expense incurred as a result of the meeting.

I. Facility Use Fee Structure

| FACILITY | GROUP A | GROUP B | ADDITIONAL INFORMATION |
|-----------------------------------|-----------------------------|---|---------------------------------------|
| Elementary Gym | \$0 | \$50 | |
| Middle & Junior High Gym | \$0 | \$75 | |
| High School Gym | CONTACT ATHLETIC DEPARTMENT | | |
| Fieldhouse | CONTACT ATHLETIC DEPARTMENT | | |
| Middle & Junior High Media Center | \$0 | \$50 | |
| Cafeteria Only | \$0 | \$75 | |
| Kitchen & Cafeteria | \$0 | \$125 | Requires Kitchen staff member present |
| Classroom | \$0 | \$35 | |
| Performing Arts Center (PAC) | \$0 | \$600 for the first 2 hours and \$150 per additional hour | Requires a PAC staff member present |
| Outdoor Facilities are not Rented | N/A | N/A | |

NOTES

- A. All facility rentals will be charged a 2-hour minimum
- B. Rental of the Kitchen and Performing Arts Center require a designated staff member to be present and will result in an additional staff fee of \$40 per hour
- C. Events that require custodian coverage or the rental of facilities that require additional staff, will result in an additional 2 hours of coverage beyond the scheduled time for event setup and cleanup at \$40 per hour

FACILITY USE GROUPS**GROUP A** - School Sponsored Activates/Organizations

Booster groups, Theater, Band, Choral, Intramural Athletics, Clubs related to Curriculum Activities, Curriculum Nights, Boy Scouts, Girls Scouts, Reynoldsburg Parks & Recreations Programs, OMEA, after school enrichment activities led by current staff members, PTO meetings and events

GROUP B - Non-Profit Organizations, Commercial Businesses or Individuals

Religious Groups/Organizations, Service/Social Clubs, Dance Studios, Financial Seminars, Business/Industry Programs, Staff Personal Use

Classification of any group or individual not listed above is at the discretion of the Business Office

Charge for Canceled Reservations

Organizations are assessed the total deposit for reservations made, regardless of usage, unless an amendment to the reservation or cancellation notice is submitted to the building principal/designee fourteen (14) days prior to the date of usage.

Building and Grounds Management

- A. The Board expects the operation and maintenance of the school plant, equipment and services to establish high standards of safety, to promote the health of the students and staff, to reflect the aspirations of the District and to develop environmental conditions suitable to the instructional needs of students and staff.

- B. The Superintendent and staff establish and maintain an effective and economical program that assures the cleanliness and repair of facilities and equipment. Obsolete equipment, materials and supplies are disposed of in accordance with State statute.

Concessions at the High School Athletic Facilities

- A. Concession rights for the following events are Indoor Athletic Events– Athletic Boosters; Outdoor Athletic Events–Band Boosters.
- B. Concession rights for all outdoor special events are shared equally in all ways, i.e., expenses, profits and workers. In the event either group does not exercise their right to share the entire project, the other group has total responsibility.
- C. In the case where one organization has total responsibility, the organization will use its own equipment, excluding refrigeration. In the case of shared responsibility sponsorship, the two named representatives from the organizations will consult on use of equipment.
- D. All special events that necessitate concessions at our high school athletic facilities must be processed through the high school principal, who informs the athletic band booster organizations.

Use of School Buildings for Church Services

- A. Any religious group or church wishing to make application for the use of school buildings for regular church services should apply to the Superintendent or his/her designee. The group should present information, which would include plans of the church for location permanently in the community.
- B. Approval for use of school buildings for regular church services are granted on a six (6) month basis. Churches involved are asked to show proof of progress toward their own worship facilities at the end of each six (6) month period before any extension is granted.

Churches using school facilities are governed by all conditions of this regulation.

COMMUNITY USE OF SCHOOL FACILITIES

Use of the Performing Arts Center

The Board recognizes the investment of its citizens in the Performing Arts Center and the desire that it be used in the best interest of the school and community. Regular school programs will receive first priority in the use of the Performing Arts Center. When it will not interfere, the Performing Arts Center may be rented under contractual agreement.

Request for Usage

Requests for the Performing Arts Center and its equipment should be submitted at least one (1) month in advance. Performing Arts Center rental is granted on the condition that the user meets all terms of the agreement. The District may not commit to a rental agreement until it is determined school events do not conflict. The Performing Arts Center is not available May through the middle of June due to end-of-year program events.

When school is closed for inclement weather, school officials will determine feasibility and safety before opening the Performing Arts Center under a rental agreement.

Rules and Regulations for Using the Performing Arts Center

- A. All groups desiring to use the Performing Arts Center after school hours must submit building use applications for the rental of the facility to the building principal or designee. Conference and performance program subject matter must be spelled out on the application. The character of speakers and any entertainment shall be of a standard that is acceptable in a public school environment. The designated Facilities Committee is authorized to approve or reject applications.
- B. Approved applicants for the use of the Performing Arts Center (hereinafter "Users") are required to enter into and comply with the provisions of a Board-approved form of agreement for the use of the Performing Arts Center. The designated Facilities Committee is authorized to enter into such agreement on behalf of the Board.
- C. User agrees to abide by the state and local code of laws using the building and grounds, and to prohibit any unbecoming conduct within the building and/or grounds.
- D. User agrees to be responsible to the Board for the proper use and care of the facility, and further agrees that the character of entertainment or activity will conform to that stated in the application. Users are held responsible for replacement and repair costs incurred by the District for damages to the building or its equipment resulting from occupancy or negligence of the user, its representatives, employees, members or patrons.
- E. The building will not be opened until adequate adult supervision is present. Adequate supervision will be determined prior to issuing a contract.
- F. Users are responsible for making sure that all programs are concluded by 10:00 p.m. and the public has vacated the premises by 11:00 p.m.

- G. The organization using the facility assumes all liability to spectators and to the Board for use and pays for any damage incurred to people or property. This includes the cost of removing markings from crayons, paints, oils, etc., from floors, walls, doors or other parts of the building.
- H. There will be no food or beverage in the Performing Arts Center or backstage. Smoking is not permitted since the District is a smoke-free environment.
- I. There will be no use of intoxicating beverages or use of illegal drugs on the premises.
- J. Fire exits must remain clear at all times and users must comply with all State and local fire and safety codes, including an inspection if warranted.
- K. Fire exits must remain clear at all times and users must comply with all State and local fire and safety codes, including an inspection if warranted.
- L. Reynoldsburg City Schools are not liable for damage to any non-school equipment, and equipment cannot be tied into any system without prior approval.
- M. Only Reynoldsburg City School's personnel is permitted to set up and operate any equipment used in the conference or performance categories. Persons using the facility are temporary occupants and the school administration or employees of the District make final decisions relating to the use of the complex.
- N. The use of the Performing Arts Center is limited to those programs that will not exceed a maximum attendance of patrons based on occupancy. . Ticket sales cannot exceed this number. If the number of patrons exceeds that amount, the school can immediately stop the usage. The user takes responsibility for all costs of printing and dispensing tickets.
- O. The Board may require users to provide a policy of general public liability insurance naming the user and Reynoldsburg City Schools as co-insured.
- P. Any unsatisfactory experience with a particular sponsoring group or organization, or poor care of the facility, or damage that is not paid, is adequate reason for refusing future application.
- Q. The Board will not permit its name to be used in connection with a program without prior approval.
- R. All lobby sales must be approved by the administration. The District is not responsible for obtaining any sales licenses that may be required for the payment of any local tax.
- S. Users of the Performing Arts Center are held responsible for obtaining any and all royalties, fees, fines and/or penalties required to be paid in accordance with the Copyright Act of 1976. Users of the Performing Arts Center, and not Reynoldsburg City Schools, are responsible for all pertinent licenses.
- T. The fastening of decorations of any kind to permanent structures in the Performing Arts Center is prohibited.
- U. All items within the complex must be returned to its original state under the direction and control of the stage manager and crew (if necessary), which will be an additional charge after the performance.
- V. No one except authorized personnel should be in any restricted area. Examples of restricted areas include all backstage areas, storerooms, classrooms, light grids, catwalks and mechanical areas.
- W. Reynoldsburg City Schools is not responsible for any lost or stolen items.

Legal The Elementary and Secondary Education Act; 20 USC 1221 et seq.
 Title VIII, Section 801
 R.C. 3311.215, 3313.75; 3313.76; 3313.77; 3313.78; 3313.79, 4303.26

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