

Big Walnut Local School District

Facility Use Plan



2010-2011 SCHOOL YEAR

Procedures for School Facilities Use Application

1. Facility Use Application can be obtained from the building. **Please include Certificate of Liability Insurance when returning application.**
2. The Building Administrator will approve/deny the request based on the availability of the facility (area) being requested. The building administrator will also designate the fee to be charged based on the Facility Use Cost Schedule.
3. The Building Administrator will then send the application to the Director of Operations and Facilities who will confirm the fee.
4. The Director of Operations and Facilities will then send the request to the Treasurer's office.
5. The Treasurer's office will invoice the person(s) or group requesting the facility. *
6. The Treasurer's office will retain a copy and send another to the Director of Operations and Facilities and building administrator.
7. Payment will be sent to the Treasurer's office, 70 N. Walnut Street, P.O. Box 218, Galena, Ohio 43021.

*Once payment is received, the group may commence using the facility.

USE OF SCHOOL FACILITIES

This Facility Use Plan is to be used for activities or events which are short term or for the duration of four months or less.

Events or activities of a longer term will be reviewed and decided upon separately with the Board of Education on an individual, case-by-case basis.

School group usage takes precedent over other groups. This may require rescheduling and or cancellation of usage by other groups.

Priorities For Use Of Facilities Based On Availability

Facilities shall be assigned according to the following priority rankings:

Group I Big Walnut School groups participating in co-curricular activities:

Examples: Theater, band, choral groups, interscholastic athletics, clubs related to curricular activities, student government, supervised recreation activities.

There will be no charge if school district personnel are already on duty.

Group II Nonprofit groups whose activities are student-related:

Examples: Scouts, 4-H, community youth athletic programs, school support groups, booster groups, PTOs and state athletic functions. The majority of the group must be Big Walnut students/community members.

There will be no charge if school district personnel are already on duty.

Group III Broad interest, nonprofit community groups whose benefits go to charity, local projects, or schools:

Examples: Adult community, civic/service, churches, alumni groups, non Big Walnut groups.

Charges will be based upon the Board of Education approved rate.

Group IV Individual or community groups, with benefits going to the organization or individual:

Examples: For profit organization, business/industry, recreational programs for adults, non-community business, private or parochial schools.

Charges will be based upon the Board of Education approved rate.

The Board of Education (“Board”) encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes or put a financial strain on the district. Therefore, specific regulations have been established.

The basic purpose of public school facilities is to provide the youth of the community a sound education program. However, the Board may grant use of school facilities upon payment of the prescribed fee, and subject to regulations, permit the use of school facilities for other Board-approved purposes.

Conditions Governing Use of School Facilities

1. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.
2. The applicant agrees to assume responsibility for all liabilities arising incident to the occupancy of building or grounds use, it being understood and agreed that the school district assumes no obligation regarding the use of such premises.
3. Contracts will be issued for specific areas of a building or grounds. It shall be the responsibility of the applicant to ensure that the remainder of the building is not entered or used.
4. The applicant shall assume responsibility for securing police protection and/or traffic control when in the school district administrators’ (principal, athletic director, or Director of Administrative Services) opinion such police attendance is necessary, with costs borne by the applicant.
5. The applicant shall be responsible in case of loss of or damage to school property as a result of the reservation. Reimbursement to the school district is mandatory. **A Certificate of Liability Insurance will be required to be returned with the application.**
6. Alcoholic beverages, unauthorized drugs, profanity, tobacco products, and gambling (exceptions: Bingo, Raffles, and 50/50 Drawings sponsored by a parent/school group) are prohibited on school property. Users of facilities must comply with state and local fire and safety regulations. Smoking is prohibited inside any school building, on school grounds, athletic grounds or parking lots.
7. The maximum length of any school facility usage agreement will be four (4) months unless arranged between the Board and the other party.
8. Cancellations shall be made through the Administrator in charge of scheduling. In case of cancellation, the applicant will be responsible for any costs to the school district of its personnel prior to the cancellation.
9. A deposit payable to the Big Walnut Board of Education covering the facility fee may be required in advance. Payment due in full upon completion of usage agreement to the Treasurer located at the Central Administrative Offices. Invoices will be provided upon request.
10. The Big Walnut Board of Education reserves the right to deny use of any facility to a person, group or organization. An example would be a conflict with planned or on-going use, lack of personnel to prepare facility, known examples of disruptive behavior, and/or potential wear and tear of property.
11. The Big Walnut Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and appropriate uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.
12. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization, group, or individual.
13. In regard to adult recreational activities, only the group given approval to use the gym may be in attendance. It is the responsibility of the applicant who signed the application to police this rule.
14. Spectators are welcome to attend youth and student activities, and are also welcome to attend interscholastic contests held at Big Walnut by private or other public school districts. Spectators are expected to remain in the immediate area in which the event is taking place.
15. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations or holidays, unless approved by the building administrator. There may be extra custodial charges for this.
16. When a school activity runs late, the in-coming group must wait patiently for its conclusion. Harassment of the activity by persons of the in-coming group may cause cancellation of approval to use the facility.

17. All equipment is to be put back exactly where it was located prior to the activity, and the area used must be left clean.
18. Failure to follow all of these regulations may result in immediate loss of facility use.
19. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor should not be worn or used in any building unless approved by an administrator.
20. The sponsor, applicant chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another person.
21. Buildings will not usually be used for recreation by outside groups on Sundays or legal holidays.
22. No group will, under any circumstance, tamper with any electrical or heating controls.
23. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present at the users expense.
- 24. *As of June 11, 2001, the Big Walnut Local Schools entered in to an agreement with the Pepsi-Cola Company that says that any group using the facilities must agree to use Pepsi-Cola products for sale, distribution or consumption.***
25. School-sponsored student groups must have a teacher, advisor, or approved adult coach present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent or their designee.
26. Final Group determination will be made by the Director of Administrative Services and/or The District Athletic Director.

FACILITY USE PLAN AGREEMENT

1. The applicant assumes and accepts full responsibility for any and all personal liability claims arising from the use of the facility. “_____ assumes and accepts full responsibility for any and all liability claims arising from the activity, and releases the Big Walnut Local School District and any of its members, officials, or employees from, agrees that the Big Walnut Local School District or any of its members, officials, or employees shall not be liable for, and agrees to indemnify and hold the Big Walnut Local School District and any of its members, officials, or employees harmless against, any loss or damage to property, or any injury to or death of any person, that may be occasioned by any cause whatsoever pertaining to the use of facilities and equipment by _____.”
2. The Applicant assumes full responsibility for the replacement or repair of school property damaged or stolen during the period of occupancy.

Signature

Title

Date

FACILITY USE COSTS

	GROUP I BW School Sponsored Programs / Groups	GROUP II Scouts 4H, Youth Programs, School Support Groups Boosters / PTO's / BW Club Sports *Majority of Group Must be Big Walnut*	GROUP III Adult Community Civic / Service, Churches, Non BW Groups	GROUP IV For Profit Community, Business / Industry, Recreational Adult Programs, Non-Community Business, Non-Public Schools
	NO CHARGE	UTILITY AND PERSONNEL FEES	UTILITY, PERSONNEL & FACILITY FEES	UTILITY, PERSONNEL & FACILITY FEES
FACILITY				
Classrooms	No Cost	No Cost	\$10 / Hour	\$20 / Hour
Elementary Gyms	No Cost	No Cost	\$20 / Hour	\$40 / Hour
Rosecrans Multi-Purpose Gym	No Cost	No Cost	\$35 / Hour	\$70 / Hour
Rosecrans Café with Stage	No Cost	No Cost	\$35 / Hour	\$70 / Hour
Middle School Gym	No Cost	No Cost	\$25 / Hour	\$50 / Hour
Middle School Multi-Purpose	No Cost	No Cost	\$20 / Hour	\$40 / Hour
High School Gym	No Cost	No Cost	\$30 / Hour	\$60 / Hour
High School Auxillary Gym	No Cost	No Cost	\$35 / Hour	\$70 / Hour
Locker Rooms	No Cost	No Cost	\$10 / Hour	\$20 / Hour
Kitchen(s)	No Cost	No Cost	\$25 / Hour	\$50 / Hour
Cafeteria(s)	No Cost	No Cost	\$20 / Hour	\$40 / Hour
Media Center (Library)	No Cost	No Cost	\$25 / Hour	\$50 / Hour
*Computer Lab (*must have BW Tech present)	No Cost	No Cost	\$25 / Hour	\$50 / Hour
Baseball / Softball	No Cost	No Cost	\$15 / Hour	\$30 / Hour
*Stadium (*If stadium lights needed reference Utility fee below)	No Cost	No Cost	\$75 / Hour	\$150 / Hour
*Track (*If stadium lights are needed reference Utility fee below)	No Cost	No Cost	\$15 / Hour	\$30 / Hour
Tennis Courts (MS & HS)	No Cost	No Cost	\$25 / Hour	\$50 / Hour
Wrestling Building	No Cost	No Cost	\$10 / Hour	\$20 / Hour
Practice Field(s)	No Cost	No Cost	\$30 / Hour	\$60 / Hour
Theater/Auditorium	No Cost	No Cost	\$10 / Hour	\$30 / Hour
			\$40 / Hour	\$150 /Hour or \$50 /Hour for in-district organizations
Parking	No Cost	No Cost	\$10 / Hour	\$20 / Hour
EMPLOYEE	FEE	FEE	FEE	FEE
Custodian	No Cost	\$30/Hr If Needed	\$30/Hr If Needed	\$30/Hr If Needed
Cook	No Cost	\$30/Hr If Needed	\$30/Hr If Needed	\$30/Hr If Needed
Auditorium Manager / Supervisor / Computer Tech	No Cost	\$25/Hr If Needed	\$25/Hr If Needed	\$25/Hr If Needed
Auditorium Student	No Cost	\$10/Hr If Needed	\$10/Hr If Needed	\$10/Hr If Needed
Utility	No Cost	\$20/Hr If Needed	\$20/Hr If Needed	\$20/Hr If Needed

**BIG WALNUT SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

Today's Date: _____

Adult in charge: Name _____ Title _____

Address _____

Home Phone _____ Business Phone _____ Cell Phone _____

Signature of Adult in Charge _____

(This signature indicates receipt of rules and responsibilities and promise to comply)

Person/Group Providing Financial Responsibility? _____

Address: _____ Phone: _____

Is this a for profit organization? Yes No

For what purpose are facilities being requested? _____

Area of facility requested: _____

What building: BWHS, BWMS, BWE, Hylan Souders, Rosecrans, Galena

Equipment needed (A.V., tables, chairs, etc.): _____

(Please attach special instructions to this form)

Approximate number of participants: _____

Date or dates requested: _____

Time of event: Starting Time _____ Ending Time _____

Set-up / Tear-down time needed for event: Set-up _____ Tear-down _____

Is adult in charge a **Big Walnut Employee**? Yes No

Is adult in charge a **resident** of the **Big Walnut School District**? Yes No

FEES

Auditorium Manager: _____

Utility Fee: _____

Facility Fee: _____

Auditorium Staff _____

Custodial Fee: _____

Food Service Fee: _____

Total Charges: _____

Payment Covering The Facility Fee Required In Advance = \$ _____

(Please make check payable to the Big Walnut Local Board of Education)

NOTE: School doors will be opened only when both the assigned custodian and the adult in charge are present.

Heat or air conditioning in the buildings is not guaranteed.

Approved by Appropriate Building Personnel

Payment Received by Treasurer's Office

BIG WALNUT STAFF ONLY

Approved by: BWHS 9-12, BWMS 6-8, BWE K-5, Souders K-5, Rosecrans, K-5
 Auditorium Manager, Galena Administrative Building