

Building and Grounds - Use, Regulations and Rental Fee Guidelines

Use of School Facilities and Grounds Provisions

All Building Use and Rental Agreements must be approved by the Director of Operations or designee. Applications should be coordinated with the individual building principal and a completed application submitted to the Director of Operations at the Administrative Center. Applications need to be submitted and approved at least one week in advance of the time desired.

Payment of fees must be made in full within 30 days of date of invoice.

Requests for use of the facilities will be prioritized based on Board Policy #7510:

1. Use is directly related to Galion City School activities
2. Use by groups is indirectly related to the schools such as PTA, Boosters, etc.
3. Meetings of school district employee associations
4. Use for voter registration and elections
5. Departments or agencies of the municipal government
6. Other governmental agencies
7. Community organizations formed for charitable, civic, social, religious or non-profit (educational) purposes
8. Commercial or profit-making organizations.

The use of grounds or facilities shall not be granted for private social functions or any purpose which is prohibited by law.

The Board of Education reserves the right to limit building rentals or cancel existing building use and rental agreements.

All building use and rentals are subject to the regulations as outlined on this Building Use Regulations and Rental Fee Guidelines and must be rented for one hour more than their intended use to allow for a 30-minute set-up and a 30-minute clean-up time.

No school building will be open unless some person, generally a custodian or a regular employee responsible to the building principal, is present. In buildings where food preparation facilities are available and rental of cooking facilities is requested, at least one (1) cook must be employed to coordinate the food preparation operation.

The use of school equipment in conjunction with the use of school facilities and grounds must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities and grounds 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.

Users shall be financially responsible for damage to the facilities and grounds and for proper chaperonage.

Board Approved 2/9/2012

All Building Use and Rental Agreements must be accompanied by proof of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities. The district shall be named in the policy as an additional insured. The Director of Operations shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement. The person or group using the school facility shall also provide the district with a signed Hold Harmless Statement.

The District reserves the right to require the organization to provide law enforcement personnel for activities open to the public.

Participation of Non-Resident Galion City School District Students in Open Gym/Intramural Activities Held On School Property

No person who is not currently enrolled as a student in the Galion City School District (IRN # 044024) may participate in any open gym or intramural activities unless all the following conditions are met:

- a. The coach in charge has been board approved having completed a successful background check and possessing an active Pupil Activity Card.
- b. The coach in charge of the activity permits the person's participation.
- c. The person provides the following to the coach or Athletic Director prior to participation:
 - 1. A completed Emergency Medical Authorization form as provided in R.C. 3313.712 signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.
 - 2. A completed Waiver of Liability form (attached as EXHIBIT A) and signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.

Fee Schedule for Use of School Facilities and Grounds

Schedule A**

- 1. For financial gain and provided they are not used for community purposes.
- 2. By an organization or church whose business is outside the Galion City School District and is not working through a local group.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$125.00/event	\$115.00/event	\$100.00/event
Cafetorium	\$95.00/event	\$85.00/event	\$70.00/event
Classroom	\$75.00/event	\$70.00/event	\$40.00/event
<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$150.00/event	\$140.00/event	\$130.00/event
Cafetorium	\$115.00/event	\$100.00/event	\$85.00/event
Classroom	\$95.00/event	\$90.00/event	\$50.00/event

In addition to the event rental rates charged under Schedule A, actual custodial charges for time worked will be added to the rental amount.

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule B**

1. For financial gain and provided they are used for community service purpose.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$90.00/event	\$80.00/event	\$70.00/event
Cafetorium	\$80.00/event	\$70.00/event	\$60.00/event
Classroom	\$70.00/event	\$60.00/event	\$50.00/event

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$110.00/event	\$95.00/event	\$85.00/event
Cafetorium	\$100.00/event	\$85.00/event	\$75.00/event
Classroom	\$90.00/event	\$80.00/event	\$65.00/event

In addition to the event rental rates charged under Schedule B, actual custodial charges for time worked will be added to the rental amount.

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule C**

1. By a recognized community service organization for carrying out its program and no financial proceeds are obtained.
2. By other than community service organizations and no admission is charged or financial profits obtained.
3. By a church located within the Galion School District for a religious service.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$85.00/event	\$75.00/event	\$65.00/event
Cafetorium	\$75.00/event	\$65.00/event	\$55.00/event
Classroom	\$65.00/event	\$55.00/event	\$45.00/event

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$100.00/event	\$90.00/event	\$80.00/event
Cafetorium	\$95.00/event	\$85.00/event	\$75.00/event
Classroom	\$85.00/event	\$75.00/event	\$65.00/event

In addition to the event rental rates charged under Schedule C, actual custodial charges for time worked will be added to the rental amount.

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule D**

1. For a school-related organization for the purpose of carrying out its program. A school-related organization is herein defined as being “internal”; comprised solely of Galion City School District students and whose coaches have undergone a successful background check, possess an active Pupil Activity Card and have been board approved. Organizations having their own 501c3 are considered to be outside of this program and are not covered under this schedule.
2. For financial gain, but entire proceeds, less expenses are used for the benefit of the Galion City Schools.
3. All funds collected by internal organizations must go through either the Booster Club or District Accounts.
4. A certificate of insurance is required for all internal organizations falling under this schedule unless they are covered under the Booster Club, in which case the Booster Club and its representatives must then acknowledge their acceptance.

Monday – Saturday

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	n/c	n/c	n/c
Cafetorium	n/c	n/c	n/c
Classroom	n/c	n/c	n/c

Schedule E**

Community Seasonal and Daily Sport Activities

Practice Football field and Baseball Diamonds	\$ 300.00/without restrooms
Contracted for the season (excludes stadium field)	\$ 450.00/with restrooms
½ fee paid upfront, the remaining at the conclusion of the season plus any additional assessed fees	
Practice Football and Baseball Diamonds	\$ 75.00/without restrooms
Contracted for single daily events (excludes Stadium field)	\$ 100.00/with restrooms
Use of stadium, sound system, track, scoreboard and restrooms	\$ 250.00/daily
Use of track and restrooms	\$ 100.00/daily

A fee will be assessed for any use of lighting based upon the length of use

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule F**

Community Daily Events

Use of other district assets (parking lots, etc.)	\$ 75.00/without restrooms
	\$ 100.00/with restrooms

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

**** Fees subject to change**

Unless otherwise noted, rental fees shall be paid prior to the scheduled event. The district will then bill the balance due for any personnel cost (i.e. custodian, cooks, technical support) following the event.

WAIVER OF LIABILITY

That in consideration of being permitted to participate in open gym / intramural activities operated by the Galion City School District, the undersigned, on behalf of myself and my minor

child, _____, _____,
Name Date of Birth

hereby waives any and all liability for bodily injury or death from any cause whatsoever which may occur as a result of such participation, and hereby releases the Board of Education of the Galion City School District, its members, coaches, officials, and employees, from liability of every nature whatsoever because of bodily injury or death arising out of my child's participation in this activity.

**WARNING:
THIS IS A RELEASE OF LIABILITY.
READ CAREFULLY BEFORE SIGNING.**

Date

Name of Parent, Guardian or Legal Custodian

Signature

Address

City, State, Zip Code

Phone Number

*Persons 18 years of age or older do not need an adult's signature,
but must fill out, sign and date this form.*