



## SUPERINTENDENT'S PERMIT APPLICATION FOR USE OF SCHOOL FACILITIES

### Part I: General Rules

1. Application must be made **30 days** in advance. The right to revoke a permit at any time is reserved by the Superintendent/Designee.
2. The administration reserves the right to require law enforcement officer(s) to be on duty, contracted and paid by the user(s).
3. The Board or its representatives has free access to the school facilities at all times.
4. Community based groups must have a **majority of their group** who are residents of the Hamilton Local School District or have their own facility or regular meeting place located within the school district.
5. A fee will be charged when employees work other than their regular working hours. The Hamilton Local Board of Education will pay employees required to work your event/activity. Groups requesting use of school will be invoiced for rental fees and for any employee overtime.
6. **All Building Usage fees must be paid in advance of event. Payment must be submitted to: Hamilton Local Schools, 775 Rathmell Road, Columbus, OH 43207**

### Part II: To be Completed by Representative of Group Requesting Use of School Facilities

Date Request Made: \_\_\_\_\_ Adult Representative (Print Name) \_\_\_\_\_

Group \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address \_\_\_\_\_

The above named group agrees to defend, indemnify and HOLD HARMLESS the Hamilton Local Board of Education, its individual members, and its officers and employees against any and all claims, demands, causes of action, and judgments arising from or related to the presence on school premises of said organization's members, officers, invitees or agents or said organization's actions or failure to take action in performing its responsibilities under this use agreement.

I have read and agree to the General Rules and Regulations Governing use of School Facilities and to pay required fees. I also understand that we are obligated to pay for damages or added costs, which may arise, because of our use of the above facilities, in accordance with Board Policy KG and KG-G.

I understand that any violation of terms of this agreement will lead to immediate removal from assigned facility without refund of fees and/or cost.

X \_\_\_\_\_  
(Signature of Representative)

Date(s) of Usage \_\_\_\_\_ Time Needed \_\_\_\_\_ until \_\_\_\_\_ Total No. Hours: \_\_\_\_\_  
(Day of Week) (Month) (Date) (Year) (a.m./p.m.) (a.m./p.m.)

Room/Facility or Area Requested: \_\_\_\_\_ Building: \_\_\_\_\_

Activity or Reason for Use: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Start Time of Function: \_\_\_\_\_ AM/PM

### Part III: To be Completed by Building Principal

Requesting Group Must Have a Current Certificate of Liability Insurance on File. YES (Continue With Application) NO (Disapprove Application)

<u>Group Classification</u>	<u>Personnel Required</u>	<u>Personnel Assigned</u>	<u>Time Personnel Required</u>
_____ Class I	_____ Custodian(s)	_____	_____ a.m./p.m. to _____ a.m./p.m.
_____ Class II	_____ Cafeteria Worker(s)	_____	_____ a.m./p.m. to _____ a.m./p.m.
_____ Class III	_____ Other(s)	_____	_____ a.m./p.m. to _____ a.m./p.m.
_____ Class IV	_____ Law Enforcement Officer(s)-To be Contracted and Paid by Group Requesting Facility	_____	

Recommend: \_\_\_\_\_ Not Recommend: \_\_\_\_\_ Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

### Part IV: To be Completed by Superintendent/Designee

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Superintendent/Designee \_\_\_\_\_ Date: \_\_\_\_\_

Facility Cost \$ \_\_\_\_\_ Estimated Personnel Cost \$ \_\_\_\_\_ Estimated Total Cost \$ \_\_\_\_\_

Original: Superintendent/Designee Copies To: Building Principal Renter Accounts Receivable Custodian Cook(if needed) Other

**COMMUNITY USE OF SCHOOL FACILITIES**

The Board encourages the community use of school facilities. It is necessary, however, to ensure that such 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 guidelines have been established.

**Conditions Governing Use of School Facilities**

1. An employee of the Board must be on duty whenever a school building or school facility is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fund-raising activity unless the proceeds are for approved charitable, educational, character- building or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building
5. On days when school is closed because of snow or other calamity, all out-of-school activities scheduled for that date may be canceled or postponed.
6. Buildings are not used for recreation by outside groups on Sundays or legal holidays.
7. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
8. No group will, under any circumstances, tamper with any electrical, HVAC or security controls.
9. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
10. Smoking is in designated outside areas only.
11. The Board 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.
12. The procedure for use of athletic facilities follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient police protection and adult supervision.
13. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.
14. Groups which use school facilities must possess liability insurance.
15. The Board or its designee may require a group to provide law enforcement officials for security. The group is responsible for paying the fee.

**Permits**

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent/designee that the group/organization complies with all guidelines and respects the property, equipment and grounds of the school.

A sponsoring organization or group must indicate that it:

1. intends to provide a program which promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property or grounds at the established rates and
5. possesses liability insurance.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent/designee is responsible for approving or disapproving requests for such use.

1. Permits are required for all activities.
2. A "Superintendent's Permit" must be issued on a designated form. The following conditions are to be observed:
  - A. Afternoon meetings must end by 6:00 p.m. and evening meetings by 10:00 p.m.
  - B. Fees are assessed in accordance with a schedule adopted annually by the Board. The Superintendent or designee has the authority to waive fees as it deems appropriate.
  - C. Permission must be obtained from the principal for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location
  - D. Snacks only may be served, provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
  - E. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

**Processing the Permit Application**

Application forms are available in the office of the Superintendent and in each building's main office. The application of a community group for a permit to use a school building or facilities is filed with the Superintendent/designee at least 30 days prior to the date of the proposed use.

After the principal recommends the application, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The principal/designee arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.

**Use of Special Equipment**

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the Superintendent or designee at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent/designee.

**Fee Schedule – all fees charged per 4 hour minimum... time beyond 4 hour minimum will be prorated at appropriate hourly rate**

	Classroom	Cafeteria	Kitchen	Gymnasium	Commons	Auditorium	Media/Tech	Athletic Field
Class I	no charge	no charge	no charge	no charge	no charge	no charge	no charge	no charge
Class II	150.00	150.00	150.00	150.00	150.00	250.00	250.00	contract only
Class III	150.00	150.00	150.00	150.00	150.00	250.00	250.00	contract only
Class IV	250.00	250.00	250.00	250.00	250.00	350.00	350.00	contract only

- Class I – School and School Affiliated Groups
- Class II – Community Based Youth Groups
- Class III – Non-Profit Community Based Groups
- Class IV – For Profit Community Based Groups

- Custodial Hourly Rate – 37.75 per hour
- Kitchen Staff Hourly Rate – 41.35 per hour
- Maintenance Hourly Rate – 39.85 per hour
- Teaching Staff Hourly Rate – 100.95 per hour