

COMMUNITY USE OF SCHOOL FACILITIES

COPLEY-FAIRLAWN CITY SCHOOLS

The Board of Education believes that the social facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization using the prescribed form and has been approved by the Superintendent.

In weighing competing interests for the use of facilities, the Board will give priority in the following order:

1. Uses and groups directly related to the schools and the operation of the schools
2. Meetings of employee associations
3. Uses for the registration of voters and conduct of elections
4. Uses and organizations indirectly related to the schools
5. Departments or agencies of the municipal or township government
6. Other governmental agencies
7. Community organizations formed for charitable, civic, social, or educational purposes.

Political Use

Facilities may be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities will be available only after regular school hours and shall be free of rental charges. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The Superintendent shall develop procedures for the granting of permission to use school facilities and shall promulgate administrative guidelines for such use which shall include:

1. Each use shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District rules.

2. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities 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.
3. Users shall be financially liable for damage to the facilities and for proper chaperonage.

The Board encourages the use of school facilities. The facilities serve and should serve as community centers. The community should recognize that their use involves a cost that must either be paid through school taxes or direct charges upon the user.

The Board has established priorities for building use. Rental groups are listed in the order of priority.

RENTAL GROUPS

GROUP A

- School activities
- School supported or supporting activities such as PTA, Athletic and Music Boosters, etc.
- Board of Elections

GROUP B

- Community groups involving school-age youth such as C.A.A., Girl Scouts, Boy Scouts, Brownies, Cub Scouts, Campfire Girls, etc. where 75% of the group is Copley-Fairlawn City School District students or parochial school students in which Copley-Fairlawn City School District acts as the fiscal officer. In addition, the group must be registered as a 501C3 organization and provide the certificate as proof.
- Community non-profit groups where 75% of the community group (e.g. HOA) are residents of Copley-Fairlawn City School District. In addition, the group must be registered as a 501C3 organization and provide the certificate as proof.

Group B is only responsible for a clean-up fee; however, the clean-up fee will be waived if the organizations under this heading assume all responsibility for clean-up.

GROUP C

- Community groups using facilities for profit
- Community groups involving school-age youth that is made up of less than 75% of Copley-Fairlawn City School District students or parochial students as mentioned in group B above.
- Non-community groups, non-profit
- Non-community groups, profit

The administration will establish the charge for other users based on the cost to the school and value to the community.

Groups using school facilities are responsible for vandalism that occurs during the facility's use.

The administration shall establish procedures for school facility use.

ADMINISTRATIVE RESPONSIBILITIES

1. Building and facilities desired shall be scheduled with building principal.
2. Application and agreement form shall be contracted with person in charge of organization and signed by the building principal.
3. Copy of application and agreement shall be forwarded by building principal to Treasurer for processing.
4. When required, the building custodian and/or cafeteria manager shall be notified of building use and assigned by the building principal.
5. When certain rules or regulations are applicable to a building which are not district-wide and set forth in this policy, the building principal should define such on the rental form. Same becomes a part of the policy as if it were included in part or in whole and is enforceable by the Board of Education.

APPLICATION AND APPROVAL

General

1. Each building principal is responsible for the activities that occur within his/her building.
2. A school day is defined as any day students are in regular attendance.
3. Applications for approval to use a school facility can be obtained at the Central Office or building principal's office. Please allow at least four weeks for processing.
4. **An application cannot extend for more than a 12 month period.**

Community Use

1. Application for use of a facility shall be in writing and submitted to the administrator responsible for the requested facility. When requesting the use of buildings or athletic fields when school is not in session (summer), contact Central Office.
2. All questions noted on the application shall be accurately and completely answered and application must be signed by a responsible representative of the requesting organization. Completed applications, when approved by the appropriate administrator, will be sent to the Treasurer's Office for rating and approval.
3. Approved requests will be mailed directly to the person requesting use of the facility and to the appropriate administrator. The organization will be invoiced for payment by the Treasurer's Office. Payment must be received ten (10) days prior to the reservation date or the rental is considered voided.
4. Rental rates and other service costs are established by the Copley-Fairlawn Board of Education and can only be amended by the same.
5. Groups must submit written notification at least 48 hours prior to the event if changes in plans or services are required.
6. A responsible representative of the organization holding the activity shall be present at all times and be responsible for all activities of the persons present including financial liability for damage to grounds, buildings or equipment incurred while under his/her supervision.
7. It is specifically understood that no intoxicating beverages or games of chance will be permitted in/on Board-owned facilities.
8. Activities will be conducted in an atmosphere that will set a good example for the young people of the community.
9. Smoking is prohibited in school buildings or on Board of Education property.
10. The person in charge of the activity shall further be responsible for the general supervision and safety of all who attend the activity, including the employment of special police if required by the Board of Education.
11. The person in charge of the activity shall be responsible for the orderly parking of automobiles incident to attendance at the contracted event.
12. If a facility has been requested for a weekly program and the entire program is being cancelled, notification in writing is required so that the time can be made available for some other group.

13. No events shall be scheduled during school vacations or holidays except by special arrangement.
14. Buildings in the Copley-Fairlawn City School District shall not be rented for use on Sundays. The only exception to this may be made by the Superintendent in special circumstances.
15. Use of building shall be restricted to the area specifically requested.
16. In the case of cancellation, the requesting organization shall notify the school 48 hours in advance of the event. If the event is scheduled for Saturday, notify the school before 2 p.m. on Friday. Failure to do so may result in two hours of cost being assessed.
17. Any request not covered by this schedule must receive approval from the Superintendent or his/her designee.
18. It is agreed that as a condition for using the property, the renter shall provide the Board of Education with evidence that there is general liability insurance including contractual liability in force that will apply to the renters' use of the property and will hold the Board of Education harmless. Minimum acceptable limits of liability shall be \$500,000/\$1,000,000 per occurrence.

RATE SCHEDULE

FACILITY	GROUP LEVEL		
	A	B Clean-up charge only	C
High School Classroom	Free		\$10 per hour
Gymnasium	Free		\$100 per hour
Auditorium	Free		\$200 per hour
Commons	Free		\$50 per hour
Kitchen	Free		\$100 per hour
Natatorium	Free		\$100 per hour
Track	Free		\$100 per hour
Soccer Field	Free		\$25 per hour
Football Field	Free		\$100 per hour - Day \$200 per hour - Night
Baseball, Softball Field	Free		\$50 per hour
Multi-Purpose Room	Free		\$50 per hour
MIDDLE SCHOOL Classroom	Free		\$10 per hour
Gymnasium	Free		\$100 per hour
Multi-Purpose Room	Free		\$50 per hour
Commons	Free		\$100 per hour
Kitchen	Free		\$100 per hour
Track	Free		\$50 per hour
Soccer Field	Free		\$25 per hour
Football Field	Free		\$50 per hour
Baseball, Softball Field	Free		\$25 per hour
ELEMENTARY SCHOOL Classroom	Free		\$10 per hour
Multi-Purpose Room	Free		\$50 per hour
Kitchen	Free		\$50 per hour
Athletic Field	Free		\$25 per hour
A MINIMUM OF 3 HOURS WILL BE CHARGED			

Kitchen Use

When the use of the senior high school and middle school kitchen is requested, a qualified person from the cafeteria staff will be present. An additional fee will be charged, based on the current contract rate.

Athletic Facilities

Authorized athletic personnel may be required when athletic equipment is in use. The organization shall be assessed a fee based on the current contract rate for the athletic director.

Athletic facilities desired need the authorization of the Athletic Director prior to the Building Administrator's signature.

Natatorium

Authorized pool personnel will be required when the natatorium is in use. The organization shall be assessed a fee based on the current contract rate for the pool director or lifeguard.

Auditorium

Rental fee is for normal house and stage lights, with no adjustments (i.e., gels) and one microphone. Authorized school personnel will be required when using the auditorium's stage lights, spot lights, and sound system. The organization will be assessed an additional fee of \$25.00 per hour for an auditorium manager. Additional fees apply for sound and lighting. (See attached)

Custodial Charges

A custodial rate of \$50.00 per hour will be charged for any time an activity is scheduled at a time other than regular custodial work hours, a custodial fee will be charged base on the contractual custodial overtime rate in effect on the date of the event. If an event requires excessive clean-up, additional custodial hours may be charged.

Snow Removal

Snow removal by the school will be \$75.00 per vehicle hour.

NOTE: A minimum of three (3) hours will be charged to all groups requiring the use of authorized school personnel outside the regular work day.

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