

THE
CHARDON LOCAL
SCHOOLS



SCHOOL FACILITIES
HANDBOOK

(Revised March 2019)

COMMUNITY USE OF SCHOOL PREMISES

(Equal Access)

Section: KG-R

The Board encourages the community use of school premises. 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 regulations have been established.

Tobacco Use Prohibited- Section KGC

No volunteer or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours:

1. In any building, facility or vehicle owned, leased, rented or chartered by the District or
2. On school grounds, athletic facilities or parking lots.

Conditions Governing Use of School Premises

An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.

1. No building is used for commercial or personal gain.
2. No building is used for any fundraising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
3. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
4. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
5. Buildings are not used for recreation by outside groups on Sundays or legal holidays.
6. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
7. No group will, under any circumstances, tamper with any electrical or heating controls.
8. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
9. There is no smoking or alcohol consumption in the building.
10. 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 that might be done to any property, equipment or grounds.
11. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
12. School-sponsored student groups must have an employee present at the activity. Non-school-sponsored student groups must have an employee present or an adult approved by the Superintendent.
13. Groups that use school premises must possess liability insurance.

Applications

An application is necessary when a group or organization, not part of the District, wants to use a school premises. An applicant must assure the Superintendent/Designee that the group/organization will comply with all regulations and respect the property, equipment and grounds of the school.

Applications are not required for activities, such as school activities on school days, that do not require the assignment of overtime to custodial personnel and that do not extend beyond the hour of 6:00 p.m. An application is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of staff, parents or students. When the building is used without the services of the custodial staff, the principal is responsible for the care and security of the building.

A sponsoring organization or group must indicate that it:

1. Intends to provide a program that 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.

Applications must be issued on a designated form. The following conditions are to be observed:

1. Afternoon meetings must end by 6:00 p.m. and evening meetings by 10:00 p.m.
2. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
3. Permission must be obtained from the principal for the use and rearrangement 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.
4. Food may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
5. 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 Application

The application can be found on the Chardon Schools Website page; www.chardon.k12.oh.us

Under the Information Center, then Community tab, then under General Links, School Facilities Use and Handbook.

The application of a community group to use a school premises is filed with the Superintendent/Designee at least 30 days prior to the date of the proposed use.

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 requested on the application that is being 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.

(Approval date:October 12, 1998)

(Re-approval date:October 8, 2007)

(Re-approval date:November 16, 2015)

Athletic Facilities Guidelines Scheduling

Athletic facilities will be available to school activities and outside groups in the following order:

- 1) In season sports
- 2) Non-athletic school activities
- 3)Out of season sports
- 4) Outside groups

All persons planning to use the athletic facilities should schedule them in advance through the School Athletic Director with subsequent approval by the Building Principal and the Superintendent/Designee office. All non-athletic activities and outside groups must have an approved Building Use Form prior to use. To prevent conflicts between athletic groups, intramural and other school organizations, the general scheduling pattern will be worked out by the coaches, the School Athletic Director and/or the Building Principal.

Facility Use Guidelines For All Facilities

The Head Coach or person in charge of scheduling an activity is responsible for seeing the following regulations are observed.

- 1) Permission to use the facility must be secured.
- 2) All school activities must be supervised by a school employee. All outside groups must be supervised by the person listed on the building use form. This includes supervision of the group's spectators.
- 3) Proper safety precautions should be observed.
- 4) All equipment must be neatly put away immediately after the activity is finished.
- 5) Horseplay in the locker room or any part of the facilities is not permitted.
- 6) Food is not permitted to be stored or consumed in these areas.
- 7) Persons are not permitted to leave the group and roam around the building.

8) The individual listed on the building use form shall be responsible for not only the group using the facility and equipment, but also spectators and parents at the activity. **Failure to properly supervise the activity as a whole will result in the building use permit being revoked.**

9) Parking should occur only in designated areas. No vehicles should be parked on lawns or other non-paved areas.

10) All trash should be picked up and thrown away following the event.

Facility Use Guidelines For Use of Gymnasiums

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) Street shoes and spikes/cleats are not allowed on the gym floor.
- 2) Lights must be turned off, showers checked, and the doors locked when finished.
- 3) The building alarm system must be reset if a custodian is not on duty.
- 4) Baseballs and softballs are not to be thrown or batted in the direction of the bleachers.

Facility Use Guidelines For Use of Stadium

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) Only clean shoes should be worn on the turf.
- 2) No food, drink, or seeds are permitted on the turf.
- 3) Use of the press box and lights is permitted only if the use of these areas is indicated on the facility use permit. The group is responsible for all light charges.

Facility Use Guidelines For Use of the Track

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) All posted regulations listed on signs on the track must be followed.
- 2) Children and spectators must be supervised at all times. Children are not permitted to jump or play in the pole vault, high jump, or long jump pits.
- 3) No smoking or animals are permitted in the track area.

CHARDON LOCAL SCHOOL DISTRICT USE OF SCHOOL FACILITIES FEES

The following fees shall be charged to organizations using school facilities in the Chardon School District effective March 2019.

1. All persons/groups using Board-owned facilities must have on file, in the Treasurer's office, a certificate of liability insurance showing a minimum amount of \$1,000,000.00 coverage.
2. When a district facility is used, custodial/maintenance personnel may be assigned at the discretion of the Assistant Superintendent of Business Affairs. The fee for such personnel shall be \$50.00 per hour.
3. USE OF SCHOOL FACILITIES FEES are based on a per rental basis and shall be charged according to the following fee schedule:

SCHOOL USAGE FEE SCHEDULE:

ROOM/FACILITY	RATE PER RENTAL
Administration Building Meeting Room - Large	\$25.00
Administration Building Meeting Room - Small	\$10.00
Auditorium/Stage - with lights	\$200.00
Auditorium/Stage - without lights	\$150.00
Cafeteria	\$75.00
Classroom	\$40.00
Gymnasium Elementary	\$150.00
Gymnasium High School	\$250.00
Gymnasium Middle School	\$225.00
High School Green Areas	\$25.00
Kitchen	\$75.00
LGIR	\$75.00
Multi-Purpose Room	\$75.00
Stadium per hour (admission fee charged) - with lights	\$525.00
Stadium per hour (admission fee charged) - without lights	\$400.00
Stadium per hour (no admission fee charged) - with lights	\$300.00
Stadium per hour (no admission fee charged) - without lights	\$175.00

**Note: in general, classrooms are set up for use by students and teachers. Any exception must have the approval of the Building Principal and the Assistant Superintendent of Business Affairs.*

4. All public school classes and public school related organizations (organizations recommended by an Administrator/Supervisor and approved by the Superintendent or designee) shall be exempt from the above USE OF SCHOOL FACILITIES FEES.
5. The following groups shall be exempt from the above USE OF SCHOOL FACILITIES: PTO groups, booster clubs and Girl/Boy Scouts of America and similar approved groups.