

Essexville Hampton Public Schools

Facilities and Building Use Policy

Essexville Hampton Public Schools, in keeping with the philosophy of community education, encourage the use of school facilities for the purposes of the community. It recognizes that the primary purpose of school facilities is to implement the regular instructional program and that other usage shall not interfere with the daily school student routine or any school-sponsored student activity.

Regulations:

Precedence of School Organizations: The use of school facilities for school purposes, meetings of students, teachers, parent-teacher organizations, or other organizations directly affiliated with the schools have precedence over all others.

Applications/Process for Request: Parties requesting the use of facilities must obtain an Application for Use of School Facility from any administrative office of (EHPS). The form must be completed in cooperation with the building principal and signed and submitted a minimum of five (5) business days in advance of use. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to the district for the facilities' use and compliance with all district rules and regulations. If more than one date is being requested, each date must be listed.

Sublet or Assignment: In no case will any party to whom a permit has been granted assign, transfer, or sublet.

Approval Facilities: Upon written approval of the application by both the Building and Field Use Facilitator and the Building Administrator, a copy will be sent to the applicant. The applicant's request should not be considered approved until the applicant receives the signed document. Approved users should have their copy of the building use permit available for presentation to the Maintenance Staff or school officials upon request.

Requirements:

The Board reserves the right to demand sufficient time for a full investigation, notice, and arrangements of all requests for the use of school facilities.

Supervision and Security. All activities must be under competent adult supervision approved by the Building Administrator. User groups must take reasonable steps to ensure orderly behavior and will be required at their expense to provide school-approved security personnel as determined necessary by the Building Administrator.

Damage and/or Property Loss. Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including the property of students and employees. In the event that property loss or damage is incurred during the use or occupancy of district facilities, the amount of damage shall be determined by the Building Administrator Director of facilities. A bill for the damages will be presented to the group using the facilities. Payment must be made within two weeks of receipt of the bill. The district will not be responsible for any loss of valuables or personal property.

Nature of Programs. Programs and activities of users must be of a nature suitable for presentation in a public school, must be lawful, and must conform to all of the policies of the

Board. Persons or groups whose activities or programs are determined to be illegal or inappropriate for presentation in public school buildings or school grounds, will not be granted permits.

Restrictions on Use:

Approved users are restricted to the dates and hours approved and to the building area and facilities specified unless requested changes are approved by the Building Administrator. Alcoholic beverages and controlled substances are not permitted in school facilities or on school property. Smoking in a school building is prohibited by Board policy and by federal law. All users must comply with these regulations.

Fire and Safety Regulations. Approved users are responsible for complying with all local and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit so they block exits, aisles, or stairways. Facility capacities, as determined by the fire marshal, shall be observed. Decorations are subject to the approval of the Building Administrator.

Condition of Rooms. User groups are expected to leave all rooms, furniture, and restrooms in the condition and arrangement in which they were found. Any additional custodial services which are necessary to return the facility to the condition in which it was found shall be paid for by the user group.

Cancellations of Events. It may be necessary to cancel community use of a school facility in the event of school closings as a result of weather, equipment failures, and unforeseen emergencies.

Maintenance Staff. A member of the Maintenance Staff shall be on duty whenever a facility is being used. The maintenance staff will be responsible for handling furniture and equipment. Handling of specialized equipment (lighting and sound) is not the responsibility of the school Maintenance staff and shall be performed only by an auditorium technician. Building administration reserves the right to reduce rental stipulations, including fees for rental and maintenance at their discretion and in specific instances.

Opening of Offices.

Maintenance Staff has been instructed that only in the case of extreme emergency are offices to be opened and/or district telephones to be used.

Food in Buildings.

No food items are to be consumed in district facilities without the prior knowledge and consent of the Building Administrator. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the school cafeteria staff may be necessary at user expense to supervise the kitchen.

Opening and Closing of Buildings. Buildings will normally be opened a one-half hour before the scheduled program time and closed one-half hour after the scheduled end of the program.

Enforcement of Rules. Responsibility for the enforcement of rules and regulations concerning the use of all school facilities rests with the user group. Permits to use a facility may be canceled at any time when there is evidence that the rules and rules and regulations outlined herein are being violated. In case of cancellation, the district assumes no liability other than the return of fees charged for unused facilities and where no expense has been incurred as a result of the application having been processed. Any infractions of the building use regulations herein may also be grounds for refusing to grant subsequent requests for the use of school facilities. **Liability**

Insurance. Applicants shall purchase liability insurance where required by the nature of the event as determined by the Board of Education and in an amount determined by the Board of Education.

The User, at its own expense, keep full in force and effect until the cessation of its activity, a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury, and property damage. In addition, the policy shall name the School District as an Additional Insured on the policy. Required that the user provide the school district evidence of in force coverage with a Certificate of Insurance prior to the facility use. District will verify the Certificate is in force for the date(s), time, and year of the event.

The User agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, judgments, and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims, and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District.

Rental Categories:

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of the Board policy governing the use of facilities, the following categories have been established. These categories have been established to determine priority for use and a schedule of fees for approved user groups.

Category 1:K-12 Program Activities.

K-12 program activities are those which directly relate to regular or extra-curricular school-sponsored K-12 events. These include music performances, plays athletic events, parent orientation meetings, honor society inductions, awards banquets, etc. K-12 program activities must have dates approved a minimum of 90 days prior to the date of use to guarantee the availability of the requested facility. Scheduling of high-use areas such as school gymnasiums and auditoriums by K-12 programs should be done during the district's annual spring scheduling process whenever possible.

Fees for Category 1. For use during usual building hours of operation, no rental charges will be assessed for activities and performances which are considered part of the regular or extracurricular school-sponsored K-12 program. The overtime cost for labor shall apply and will be charged to the user group. All Maintenance overtime fees must receive prior approval from the Building Administrator. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services may require an additional fee.

Category 2: Community Education Programs/School Support Groups.

Community education programs solely or jointly administered by the Board will be granted second priority for available school district space and facilities. *In addition, this category includes, but is not limited to, school-related support groups, Band Boosters, Sports Boosters, and school-sanctioned activities.*

Fees for Category 2. For use during usual hours of operation, no rental charges will be assessed. The overtime cost for labor shall apply and will be charged to the user group. All Maintenance overtime fees must receive prior approval from the Building Administrator. In

addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services may require an additional fee.

Category 3: Student Groups/Groups Organized to Benefit Students and Government Organizations.

(School District) Student groups/groups organized to benefit students and governmental organizations come under two definitions. Student groups and groups organized to benefit students are defined as groups that are interested in using school facilities for a particular solitary, occasional or regularly scheduled use for an activity with recreational, civic, educational, cultural or charitable goals and are staffed by students or adult volunteers and whose activities are organized for the primary benefit of the students. Typically, the only adults in attendance would be those required to provide appropriate supervision and oversight as necessary in the judgment of the Superintendent. If acceptable to the Building and Field Use Facilitator, student groups may be self-lead. Government organizations are defined as units of local, city and township government (and quasi-government such as Economic Development Corporations) and their established committees. Such groups will be issued permits for space and facilities a third-priority basis. *Examples of Category 3 users include, but are not limited to, local Scout organizations, the (City) Chamber of Commerce, the Downtown Development Authority, the Economic Development Authority, and local, city and township units of government.*

Fees for Category 3. Users will be charged according to schedule for allowable space permit. The overtime cost for labor shall apply and will be charged to the user group. All overtime costs must receive prior approval by building/district administration. In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up and/or special services may require an additional fee. When activities in Category 3 involve ticket sales, admission fees or are of a fund-raising nature, fees listed in the schedule for Category 4 may be charged.

Participation at scheduled events must be composed of at least fifty-one percent (51%) (School District's) students in order to be in Category 3. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) of (School District) students, then the group will be classification 4.

Category 4: Private Resident Use/Community Groups.

Private resident use/community groups are defined as informally organized groups of community residents who are interested in using school facilities for a particular use, who are requesting solitary, occasional or regularly scheduled use for an activity with recreational, educational, cultural, or charitable goals. This group includes, but is not limited to, recreational groups, which limit membership and is not open to the public, neighborhood associations, and other groups whose activity has limited participation. Participants in these groups will typically be adults, not K-12 school age. These groups will be assigned fourth priority of available spaces.

Fees for Category 4. Category 4 users will be charged according to the schedule for allowable space permits. ***Participation at scheduled events must be composed of at least fifty-one percent (51%) residents of the district in order to be charged according to the schedule. If attendance at a scheduled event is determined to be composed of less than fifty-one percent (51%) residents of the district, then the fee schedule for Category 5 will apply.***

Category 5: Commercial Users/Non-resident Groups. Commercial users, defined as private, for profit

businesses, vendors or entrepreneurs, may be serviced in school facilities. Non-resident groups are groups of users composed of a majority of people living outside the district. Approval of all applications in Category 5 will be based upon the following criteria: Benefits to the district and community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the district.

Fees for Category 5. Category 5 users will be charged according to the schedule for allowable space permits. A deposit of \$500 or ten percent (10%) of the total estimated fee, whichever is greater, shall be paid by these groups to reserve the facility with the balance of all estimated fees due at least two weeks prior to the date of use.

Essexville Hampton Public Schools
Schedule for Allowable Space Permit Charges
Updated 2022/2023

Facility	Price/ Hour
Garber High School	
Gymnasium	\$75.00
Room 31 (Kitchen)	\$35.00
Classroom	\$25.00
Cafeteria	\$40.00 alone/ \$25.00 with gym rental
Tech Hall	\$50.00
Pool	\$125.00/2 hr. minimum
Auditorium (Practice)	\$50.00
Auditorium (Performance)	\$200.00
Library	\$40.00
Computer Lab	\$40.00
Track	\$100.00
Cramer Junior High	
Gymnasium	\$40.00
Classroom	\$25.00
Tech Hall	\$20.00
Cafeteria	\$20.00
Verellen Elementary	
Gymnasium	\$25.00

Classroom	\$25.00
Library	\$25.00
Multi-Purpose Room	\$20.00
Bush Elementary	
Gymnasium	\$25.00
Classroom	\$25.00
Media Center	\$25.00
Additional Costs	
Audio/ Tech Department	\$20.00/ Student \$50.00/ Professional
Lifeguards	\$30.00
Custodial	\$40.00/ hr, two-hour minimum

Maintenance Staff Fees - When a group or organization uses a facility during the time the Maintenance Staff is normally on duty, the Maintenance Staff will see that the facility is properly heated, that lights are turned on, and that doors are opened for the group's use of the facility. If services of the Maintenance Staff are requested in addition to the above and the Maintenance Staff is called away from his regular duties, then the group will be required to pay the rate listed for each hour or fraction thereof that they are obliged to work overtime because of services rendered. This amount will be estimated and charged and at the end of the event re-billed if more time is required. Users will be charged for the Maintenance Staff time required to set up special school equipment and furniture (e.g. P.A., tables for large banquets, risers, etc). If a group uses a school facility at a time when a Maintenance Staff member is not normally on duty, then all of the Maintenance Staff's overtime for the period their services are required shall be charged to the renting user group. No overtime shall be paid directly to any school employee by the user group. All Maintenance Staff charges will be based on the overtime provisions of the current Maintenance Staff contract and will be billed by the business office after scheduled facility uses..

Collection of Fees. Individuals requesting the use of school facilities will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility. The school district requires facility use fees upon approval of the building Use Agreement. Half (50%) of the estimated cost must be paid in advance with the remainder and any extra amount due immediately after all the costs are determined unless a deposit is agreed to and approved by building administration.

Cancellations by User Groups. Holders of permits may cancel by giving 48-hour notice to the Building and Field Use Coordinator without penalty. If less than 48 hours, permit holders will be held responsible for any costs incurred. A fee of twenty-five percent (25%) of the estimated cost is nonrefundable for all cancellations unless twenty-five percent (25%) does not cover all incurred charges, a larger percent may be charged.

Concluding Statement. The district herein has attempted to provide for maximum usage of school facilities

within a framework that will guarantee to the community that school facility use is in no way a detriment to the regular educational program of the students. Fees are designed so that no undue burden is placed upon the public as the result of individual group use of school facilities.