



## **Facility Use Information**

The Brown Local School Board encourages community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools. Residents, staff members, and community groups can make facility use requests by following the process below.

All facility requests are completed using the following form:

[Facility Request Form](#)

First time facility request users will need to take part in a short orientation with school administration.

## **Facility Use Guidelines:**

School groups and programs are given priority usage of all District facilities. The building principal reserves the right to cancel any permits for school use, should a conflict with school groups or programs develop.

Applications will not be processed without all completed information, participation in orientation and payment to the school district.

Users will be billed prior to the usage in accordance with the schedule of usage fee or rental charges. In addition to the facility rental fees, renters may also pay fees for custodial, cafeteria, and light/sound technician services and other fees associated with the rental. All checks should be made payable to the Brown Local Board of Education. Do not pay the staff member directly.

The group using school facilities is responsible for providing adequate supervision of the activity. The user is not permitted to enter into any area

other than those areas identified in the reservation. Only individuals using the facility and participating in the event may enter school grounds.

Organizations and groups using school facilities must designate one adult member of its group to be in charge of and responsible for the program or activity at the time application for the use of the facilities is made.

The Brown Local School District reserves the right to request an organization to arrange for security protection, activity personnel and/or traffic supervision. Such requests will be at the discretion of the Administration and at the expense of the lessee.

Smoking, use of tobacco products and/or illegal drugs and alcohol is prohibited on all school property (indoor or outdoor). If this provision is violated, the renting organization may be denied the privilege of any further rental.

On days when school is canceled or dismissed early because of unexpected circumstances (i.e. severe weather), all activities are canceled.

Food service support is required of all rentals using district kitchen.

Outdoor sports (baseball, softball, football, etc) may have limited access to indoor facilities at the discretion of the District due to potential facility damage and excess wear and tear.

### **Classifications of School Facility Users:**

**Group 1:** No charge for rental facility. No charge for support services unless facility use is outside normal working hours or if the support service employee is not able to complete his/her normal job in the allotted time due to assisting the rental; in this situation the cost of the support service employees' overtime will be charged to the lessee.

For the purpose of equal access and distribution of available spaces within the district, priority in scheduling will be given to teams who are “in season,” as determined by the “in season” schedule of the Ohio High School Athletic Association (OHSAA).

- School-affiliated and support organizations.
- Student-focused organizations operated on a non-profit basis, based in Malvern.
- Youth non-profit travel teams sponsored by youth organizations and based in Malvern (Coached by Malvern Residents and over 50% of participants are Malvern Students)
- Fundraiser of school-sponsored program including athletics (Athletic camps/clinics)

**Group 2:** Rental fee as listed. Fee reduction can be considered by school administration. No charge for support services unless facility use is outside normal working hours or if the support service employee is not able to complete his/her normal job in the allotted time due to assisting the rental; in this situation the cost for the support service employees’ overtime will be charged to the lessee.

- Youth athletic travel/select teams not affiliated with youth organizations which require try-outs or some selection process. Teams that are less than 50% Malvern students or are coached by a non Malvern resident or have a maximum number of Malvern Students on the team as allowed by league and/or OHSAA rules.

**Group 3:** Full Rental Fees as listed. Any person(s) not defined above who charge fees/admission, sell merchandise or products, or solicit donations for the purpose of making a personal profit. Any athletic team or skill development session that does not meet definitions of Group 1 or 2 or any organization or business classified as “for-profit.” Pre-payment may be required.

**Group 4:** Full Rental Fees as listed. Non-school related Malvern community service organizations, charitable groups or civic organizations. Proof of non-profit may be required. Pre-payment may be required.