

APPLICATION FOR USE OF BUILDING  
(APPLICANT MUST CLEAR DATE WITH BUILDING PRINCIPAL  
BEFORE FILING APPLICATION)

BUILDING \_\_\_\_\_

NATURE OF ORGANIZATION, PRESIDENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF INTENDED USE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

USE AND DESCRIPTION OF MEETING \_\_\_\_\_

\*\*\*\*\*

ADMINISTRATIVE USE ONLY

BUILDING PRINCIPAL APPROVAL \_\_\_\_\_

COSTS TO APPLICANT: A. DEPOSIT \_\_\_\_\_ B. COST PER HOUR \_\_\_\_\_  
C. CUSTODIAL USE \_\_\_\_\_ D. COOKS USE \_\_\_\_\_  
E. OTHER \_\_\_\_\_

BOARD OR SUPT. APPROVAL \_\_\_\_\_ TREASURER'S REVIEW \_\_\_\_\_

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RESTRICTIONS

- A. All building users must guarantee orderly behavior and underwrite any damages. The President of each organization shall be considered the responsible individual. This includes school clubs.
- B. No building use permits will be issued to raise funds for profit, commercial or personal financial gain.
- C. No building use permits shall be issued to organizations which: (1) promote racial or sexual bias (2) violate Ohio Law or (3) use abusive or profane language or behavior.
- D. No Alcoholic beverages or drugs shall be permitted during any building use. Each organization will be responsible for policing itself.
- E. Any organization violating above regulations shall forfeit any and all deposits and building use for 1 year.
- F. H.B. Law 203 requires that cafeteria tables are to be left down at all times.
- G. All non-school activities will be completed no later than 10:00 P.M. on school nights unless Building Principal so states on application.

Effective January 1, 1986 all groups using school facilities shall provide the Board of Education with the following:

\_\_\_\_\_ (Indemnitor) agrees to indemnify and Hold Harmless Fayetteville-Perry Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of USE OF SCHOOL PROPERTY whether it be caused by the negligence of indemnitor or Fayetteville-Perry Board of Education or either party's agents or employees, or otherwise.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature, President

\_\_\_\_\_  
Date

## Building Use Guidelines

(Formerly Policy DFD)

The Fayetteville-Perry Board of Education recognizes the school buildings and grounds as a major community resource and investment. The Fayetteville-Perry Board of Education further recognizes the principal purpose of this investment as public education; however the board also realizes the beneficial aspects of using the facilities for other community purpose as long as no conflict is made with the primary educational mission of the Fayetteville-Perry Local School District.

### I. Building Use Priorities

- A. All school activities curricular and extra-curricular have first priority.
- B. All school affiliated groups have second priority (i.e.: P.T.A, Boosters, Employees).
- C. All recognized community non-profit organizations promoting youth and/or educational activities have third priority (i.e.: Scouts, Soccer, Knothole, 4-H, etc.).
- D. All other recognized community non-profit organizations such as civic, industrial, fraternal, veteran, social, religious, political, charitable and service.
- E. Individuals requesting building use and not affiliated with approved groups will have to receive administrative approval.

### II Restrictions

- A. All building users must guarantee orderly behavior and underwrite any damages. The President of each organization shall be considered the responsible individual. This includes school clubs.
- B. No building use permits will be issued to raise funds for profit, commercial, or personal financial gain.
- C. No building use permits shall be issued to organizations which (1) promotes racial or sexual bias (2) violate Ohio Law or (3) use abusive or profane language or behavior.
- D. No alcoholic beverages or drugs shall be permitted during any building use. Each organization will be responsible for policing itself.
- E. Any organizations violating above regulations shall forfeit any and all deposits and building use for 1 year.
- F. All non-school activities will be completed no later than 10:00 pm on school nights unless building Principal so states on application.

### III. Dances

Non-School Dances shall require a deposit and a law enforcement officer paid by the renting organization.

### IV. High School Gymnasium

The Board of Education request all building use requests of the most appropriate sized room for the required activity. The board designates the High School gym unavailable to non-school groups except by special permission of the administration.

### V. Administrative Procedures

A. All dates will be cleared through building principals no less than 10 days prior to planned activity.

B. Applications will be made out in duplicate and forwarded to the Superintendent.

C. Where appropriate the Treasurer will bill the responsible organization. Rental fees will not be applicable for any group listed under section I; A,B, and C. Billings for custodial or cooks hours if necessary will be applied to any organization where appropriate.

D. Security- A custodian will be in charge of locking and unlocking doors. Keys will not be entrusted to anyone other than school personnel without administrative approval.

E. Application forms will be available in all administrative offices of the school district or on the district website.

Revised May 3, 1984

Adopted May 10, 1984

Revised March 6, 2013

Adopted March 21, 2013

Building Use Fee Schedule Per Hour

December 20, 2012

Middle School Gym	\$50
High School Gym	\$100
Middle/High School Cafeteria	\$30
Middle/High School Cafeteria/with Kitchen	\$50
Classroom (any)	\$25

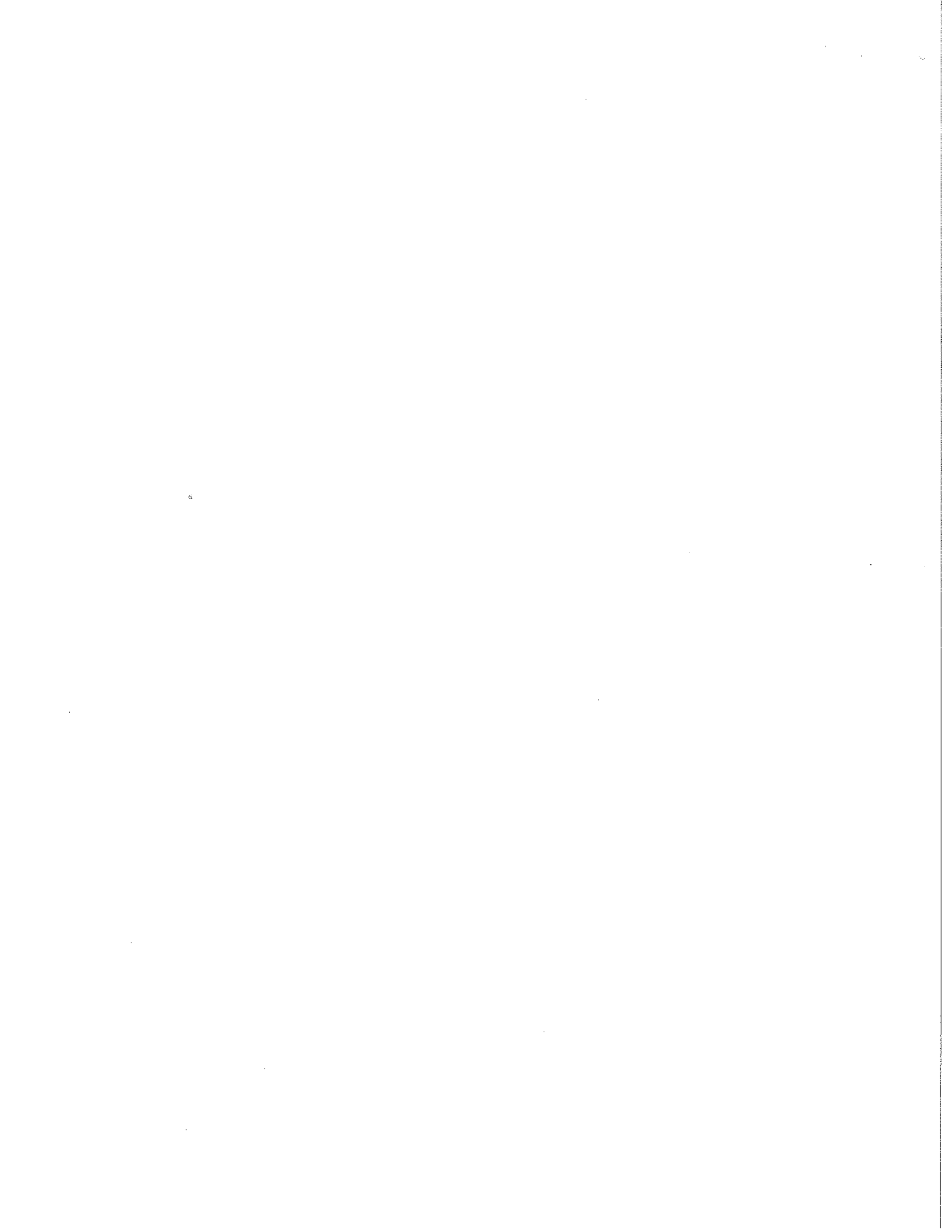
Fees are applicable only for non-school affiliated groups. Fees may also be waived for all local organizations promoting activities for school age children provided no admissions charges are made by the group.

Dances and fund raising dinners by non-school groups will also be required to make a refundable deposit of \$50.00. Dance fees and fund raising dinner fees will be the hourly rate plus 10% of gross receipts, plus any required time from custodians or cooks as per next paragraph.

Any non-school group using the facility outside of custodial/cooks scheduled hours shall be charged a fee equal to the custodians/cooks time and half hourly rate plus 15% fringe benefits of their services where required for security or equipment use. The building principal shall make the determination.

Revised August 13, 1987

December 20, 2012



DRAFT POLICY  
EXTRACURRICULAR CAMPS AND CLINICS

FILE IDFBB

Licensure Code of Professional Conduct for Ohio Educators

The Ohio Department of Education and Educator Standards Board have developed, and the State Board of Education has adopted, the Licensure Code of Professional Conduct for Ohio Educators ("Code"). The Code outlines the professional and ethical responsibilities of licensed school employees. Violation of its provisions can lead to discipline ranging from a reprimand to termination and the permanent revocation and denial of an education license. All employees are encouraged to review the Code and to strictly adhere to its requirements. Suspected violations may be reported by any member of the community, student, staff member, or administrator. In certain instances, the Superintendent is required by law to report suspected violations. Copies of the Code are available online from the Ohio Department of Education.

Employees and Profit-Making Activities Involving Students

Certain profit-making activities of employees are of great interest and benefit to the community. Examples of such activities include, but are not limited to: private tutoring, private music lessons, athletic camps, etc. However, when employees engage in profit-making activities that involve students certain requirements are imposed under Ohio ethics and professionalism laws. Failure to comply with these requirements may result in discipline up to, and including, termination and suspension of any Ohio Department of Education issued license for up to one year.

Prior to soliciting students or parents of students to participate in such activities, employees must first notify the superintendent in writing and be given approval for the activity in writing. Such approval may be revoked at any time and is not transferable. In no case will approval be given for employees to engage in profit-making activities during school hours or contract time. Compensation may not be accepted from any source other than the District for the completion of tasks that are part of an employee's job duties with the District.

The prohibition against employees engaging in profit-making activities during school hours or contract time includes a prohibition against soliciting students to purchase goods or services, except as is allowed to non-employee organizations or members of the community (e.g. placing materials in the central office). Likewise, an employee must not condition participation in a school activity or grades in a school class upon participation in a camp or tutoring/lessons.

Extracurricular Camps

"Camps" are defined as group instructional or scrimmage-type activities aimed at developing skills or knowledge relevant to a school class or activity. The definition of "camps" includes

DRAFT POLICY  
EXTRACURRICULAR CAMPS AND CLINICS

camps, clinics, workshops, and any other activities that fit the definition above. All camps employing school employees and using school facilities or equipment must comply with the following requirements. Camps shall either be run by a booster organization (or similar school-affiliated group) or by the Board.

Booster organizations shall be responsible for governing camps run under their authority, and all normal Board facility-use rules shall apply. Approval will not be given for building uses by individuals or non-school-affiliated groups for the purpose of operating a for-profit camp involving students. See Board Policy Section KG for more information regarding facility use.

Camps that are run by and through the Board shall comply with all board policies regarding activity funds and shall fall under fund 300. All payments for participation shall be deposited with the Board, and all payments for those supplying services or materials for the camp shall be approved by the Board. In no circumstance shall a school employee accept compensation from a source other than the Board when a camp is run through the Board. Strict accounting procedures apply to activity funds. See Board Policy DFE for more information regarding activity funds.

Employees who agree to serve as sponsors for board-run camps shall comply with all of the requirements set forth in Board Policy DFE. Sponsors are responsible for student supervision and safety, management of school facilities and equipment, budgeting, accounting, etc. All budgets must be approved by the Board. See Board Policy DFE for more information regarding sponsorship.

Adoption Date: March 13, 2009