

OTTAWA-GLANDORF SCHOOLS

REQUEST FOR USE OF DISTRICT PREMISES

FORM 7510

Rev 8-2016

REQUEST

Name of Organization _____

Type of Organization _____

Facility Requested _____ Ottawa-Glandorf High School

_____ Ottawa Elementary

_____ Glandorf Elementary

Room(s) / Area Requested

_____ Athletic Field (night) \$500 + Custodial

_____ Athletic Field (day) \$300 + Custodial

_____ HS Gymnasium \$200 + Custodial

_____ HS Multi-Purpose Gym \$100 + Custodial

_____ Elementary Gym \$100 + Custodial

_____ Lunchroom/Kitchen \$ 75 + Custodial

_____ Lunchroom \$ 50 + Custodial

_____ Auditorium \$ 50 + Custodial

_____ Library / Classroom \$ 25 + Custodial

_____ Other _____

PLEASE NOTE:
 Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed below.

Date(s) Facility Requested _____

Hours Requested _____ to _____ Number of Attendees _____

Purpose _____

Will any technology set-up be required? (small fee may apply) _____ Yes _____ No

If yes, please provide brief description. _____

Is organization covered by a liability insurance policy? _____ Yes _____ No

Will admission fee be charged? _____ Yes _____ No

If yes, please state specifically what proceeds are to be expended for: _____

Additional requests or comments: _____

I have read and understand Ottawa-Glandorf Board of Education Policy (*back of form*) and Administrative Guidelines 7510A and 7510C found at <http://www.neola.com/Ottawa-Glandorf-OH/> and accept responsibility for meeting the requirements stated herein.

Applicant's Signature _____ Date _____

Address _____

Telephone Number(s) _____

APPROVAL

Estimated Cost _____

Building Principal Signature _____ Date _____

Superintendent Signature _____ Date _____

Rent for Room / Area	\$ _____
Miscellaneous Fee	\$ _____
Technology Fee \$25.00 / hour	\$ _____
Custodial \$35-40 / hour	\$ _____
Cook \$20-25 / hour	\$ _____
TOTAL DUE	\$ _____

_____ APPROVED _____ DENIED

PAYMENT	
Amount Received	\$ _____
Date Received	_____
Date Deposited	_____

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that school premises 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.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the building principal.

School premises shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies
- G. community organizations formed for charitable, civic, social, religious, or educational purposes
- H. commercial organizations primarily comprised of District residents/members of the community, including students and employees formed or gathered for charitable, civic, social, religious, or educational purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public

School premises shall also be made 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. School premises shall be free of charge and available only during non-school hours. Users shall abide by all District policies, guidelines and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

The use of school premises shall not be granted for:

- A. any purpose which is prohibited by law;
- B. any purpose that may cause holistic community dissatisfaction.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the local authorities to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08.)

The Superintendent shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be specifically requested in writing, and may be granted by the procedure by which permission to use school premises 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.
- C. Users shall be financially liable for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.