

WL-S BUILDING USAGE REQUEST FORM

TODAY'S DATE: _____

Name of organization/event making request: _____

Dates requested: _____

Hours of Use: _____ Event Hours: _____

Main Contact Information

Name: _____

Cell Phone: _____ Home Phone: _____

Email: _____

Mailing Address (if outside organization): _____

Facilities Requested (check all applicable)

- | | | |
|---|---|---|
| <input type="checkbox"/> Cafetorium | <input type="checkbox"/> Stage/Dressing | <input type="checkbox"/> Main Gym |
| <input type="checkbox"/> Elem Cafeteria | <input type="checkbox"/> MS/HS Media Center | <input type="checkbox"/> Aux Gym |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Elem Media Center | <input type="checkbox"/> Athletic Field |
| <input type="checkbox"/> Concession Stand | <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Shelter House |

Other Facility: _____

Brief description of activity: _____

Number of participants: _____ Spectators: _____ Admission Fee (if applicable):\$ _____

Equipment Requested (check all applicable)

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Extension cord # _____ | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Chairs # _____ | <input type="checkbox"/> Microphone/PA | <input type="checkbox"/> Screen |
| <input type="checkbox"/> White tables # _____ | <input type="checkbox"/> Piano | <input type="checkbox"/> Risers |
| <input type="checkbox"/> Cafeteria tables # _____ | <input type="checkbox"/> Podium | <input type="checkbox"/> Shell |

Other: _____

Return to MS/HS Secretary at jnieman@wlstigers.org when completed.

Fees: Outside organizations may have one or more of the following fees (custodial, food service, rental fee, set up fee, and equipment fee) if required for your event dependent on the time, date, and needs of your activity. All fees will be determined by the school district and are due at the time of application approval prior to event.

Please note: If snow removal is necessary for your event and school is not in session, the organization must either cancel the event or use the District's contract snow removal service at the organization's expense.

Applicants must attach to this application and rental agreement a list of the officers of the applicant group and a copy of the liability insurance policy of the group, if such policy exists, unless otherwise waived in writing by the Superintendent and/or designee of the school district.

FOR SCHOOL PERSONNEL USE ONLY

Approval Granted _____ Date _____
(Athletic Director Signature)

Approval Granted _____ Date _____
(MS/HS Principal Signature)

Approval Granted _____ Date _____
(Elementary Principal Signature)

Approval Granted _____ Date _____
(Superintendent Signature)

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in the terms of its intellectual and social expression and development. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. School-sponsored activities shall have first priority. The right to authorize use of the school facilities shall be retained by the Board and/or Superintendent through the appointed supervisor or employee. Such use will be determined by the district policy and will be only at such times as the facilities required are free from district curricular and extracurricular activities. The Board maintains its right to amend the policy as it sees fit.

BOARD RULES AND REGULATIONS

1. Written application to use school facilities shall be made with the building principal at least one week in advance.
2. The use of school facilities for sales conventions, commercial activities or "for profit" activities will be approved by the Superintendent and/or Board. This designation includes all individuals and organizations that do not qualify as tax-exempt and who charge admittance or accept donations to its activities. Fees will be set in accordance with each function with payment to be made in advance.
3. The building principal or his designee will be responsible for maintaining an accurate calendar of all uses of facilities by school and community groups, and communicating this schedule to the Superintendent's office.
4. The Superintendent shall require the Board to approve all universal fees for use of district facilities.
5. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision.

FEE DETERMINATION

For WL-S school related organizations and government functions, there is no charge. For outside organizations the possible related charges are below.

Use of a facility requires a custodian to be on duty in the building. Use of a kitchen requires a food service worker to be on duty to supervise use of equipment. Use of athletic fields requires events manager or approved WL-S coach to be on duty.

Custodian # hours _____ x \$30.00 (Mon-Sat) = _____

Custodian # hours _____ x \$40.00 (Sun) = _____

Kitchen staff # hours _____ x \$27.00 = _____

LABOR CHARGES = _____

COMMERCIAL ORGANIZATIONS OR INDIVIDUALS OFFERING SERVICES FOR PROFIT ONLY

Use of classroom	\$25/event
Use of HS and/or Elem gym/cafetorium	\$25/hr to a max of \$250
Use of cafeteria/kitchen combination (HS & Elem)	\$25/hr to a max of \$250
Use of HS & Elem gym/cafeteria/kitchen combo	\$30/hr to a max of \$300
Use of stadium/track (addnl cost for lights)	\$30/hr to a max of \$300
Use of computer lab	\$25/hr to a max of \$250
Use of weight room	\$25/hr to a max of \$250
Use of other outside fields	\$20/hr to a max of \$250

TOTAL SERVICE CHARGES = _____

Checks should be made payable to the West Liberty-Salem Board of Education

FOOD SERVICE GUIDELINES

The operation and supervision of the food services program shall be the responsibility of the Superintendent. In accordance with Federal law, Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

In Accordance with State and Local Health Guidelines. All food prepared from scratch and sold to the public as a fundraising event or in concession stands, must be prepared on the school site using the school district's kitchen. In accordance with the Facility Use Policy, an employee from Food Services must oversee the food preparation.

Food prepared in a private home may not be used or offered for sale for human consumption at any events held at the school. Items such as shredded chicken, barbecue, etc. may not be prepared in a crock pot as it does not meet the Ohio Food Code 3715.021 for preparation. Items purchased at a licensed facility (Subway, Pizza) are allowed to sell at events held at the school.

Baked Goods made in a private home are not subject to the Ohio Food Code except for items that need to be maintained at a 41 degree temperature (Cream pies, custard, etc.)

DISTRICT FACILITY GUIDELINES

The Board of Education believes that the grounds and facilities of this District 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. The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent. District grounds and facilities 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. governmental agencies
- F. community organizations formed for charitable, civic, social, religious, recreational, or educational purposes
- G. commercial organizations or individuals offering services for profit

Facilities shall also be made available 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. The facilities shall be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes. The use of District grounds and facilities shall not be granted for:

- A. private social functions;
- B. any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities 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 Department of Civil Defense (local governing body) 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. 5915.02-05) The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities 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 shall 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 facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities 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 liable financially 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 these. In consideration for the use of the facilities, in addition to payment of the facilities rental fees, the applicant group:

- A. Agrees to abide by the rules, regulations and fee schedule set forth in the policies as adopted by the Board of Education.
- B. Will provide security for and supervision of all activities of the group while using the facility.
- C. Will clean and maintain the facility during and after use.
- D. Acknowledges that the group is not a representative of the West Liberty-Salem Board of Education.
- E. Acknowledges that all awards, honors and other achievements are the responsibility of the group and not of the West Liberty-Salem Board of Education.
- F. Acknowledges that the use of the West Liberty-Salem name and the West Liberty-Salem logo is the exclusive right of the West Liberty-Salem Board of Education and its authorized representatives.

INDEMNIFICATION AGREEMENT

_____, being duly authorized by _____,
(Name) (Organization)

to enter into this Agreement on its behalf, agrees to indemnify and hold harmless the West Liberty-Salem School District Board of Education, their agents and employees from any damage, loss or costs which may be suffered or incurred for the following activities:

_____ whether it be caused by the negligence of indemnitor,
(Subject of indemnity) the West Liberty-Salem Board of Education or either party's agents or employees.

I have received a copy of the rules, regulations, and fee schedule, and agree to abide by the adopted policies there stated, and the Indemnification Agreement set forth.

Signature of Adult Assuming Responsibility

Organization

Name of Liability Insurance Company of Indemnitor

* It is important for outside organization requestors to realize your request is not a guarantee until you receive your signed copy returned to you from the building secretary. If you have email, the building secretary will email you the approval form.