



Galion City Board of Education
Administrative Center
470 Portland Way North
Galion, Ohio 44833
TEL: 419 468-3432
FAX: 419 468-4333
www.galionschools.org

Building and Grounds - Use, Regulations and Rental Fee Guidelines

Use of School Facilities and Grounds Provisions

All Building Use and Rental Agreements must be approved by the Director of Operations or designee. Applications should be coordinated with the individual building principal and a completed application submitted to the Director of Operations at the Administrative Center. Applications need to be submitted and approved at least one week in advance of the time desired.

Payment of fees must be made in full within 30 days of date of invoice.

Requests for use of the facilities will be prioritized based on Board Policy #7510:

1. Use is directly related to Galion City School activities
2. Use by groups is indirectly related to the schools such as PTA, Boosters, etc.
3. Meetings of school district employee associations
4. Use for voter registration and elections
5. Departments or agencies of the municipal government
6. Other governmental agencies
7. Community organizations formed for charitable, civic, social, religious or non-profit (educational) purposes
8. Commercial or profit-making organizations.

The use of grounds or facilities shall not be granted for private social functions or any purpose which is prohibited by law.

The Board of Education reserves the right to limit building rentals or cancel existing building use and rental agreements.

All building use and rentals are subject to the regulations as outlined on this Building Use Regulations and Rental Fee Guidelines and must be rented for one hour more than their intended use to allow for a 30-minute set-up and a 30-minute clean-up time.

No school building will be open unless some person, generally a custodian or a regular employee responsible to the building principal, is present. In buildings where food preparation facilities are available and rental of cooking facilities is requested, at least one (1) cook must be employed to coordinate the food preparation operation.

The use of school equipment in conjunction with the use of school facilities and grounds must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities and grounds 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.

Users shall be financially responsible for damage to the facilities and grounds and for proper chaperonage.

Board Approved 2/9/2012

All Building Use and Rental Agreements must be accompanied by proof of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities. The district shall be named in the policy as an additional insured. The Director of Operations shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement. The person or group using the school facility shall also provide the district with a signed Hold Harmless Statement.

The District reserves the right to require the organization to provide law enforcement personnel for activities open to the public.

Participation of Non-Resident Galion City School District Students in Open Gym/Intramural Activities Held On School Property

No person who is not currently enrolled as a student in the Galion City School District (IRN # 044024) may participate in any open gym or intramural activities unless all the following conditions are met:

- a. The coach in charge has been board approved having completed a successful background check and possessing an active Pupil Activity Card.
- b. The coach in charge of the activity permits the person's participation.
- c. The person provides the following to the coach or Athletic Director prior to participation:
 1. A completed Emergency Medical Authorization form as provided in R.C. 3313.712 signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.
 2. A completed Waiver of Liability form (attached as EXHIBIT A) and signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.

Fee Schedule for Use of School Facilities and Grounds

Schedule A**

1. For financial gain and provided they are not used for community purposes.
2. By an organization or church whose business is outside the Galion City School District and is not working through a local group.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$125.00/event	\$115.00/event	\$100.00/event
Cafetorium	\$95.00/event	\$85.00/event	\$70.00/event
Classroom	\$75.00/event	\$70.00/event	\$40.00/event
<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$150.00/event	\$140.00/event	\$130.00/event
Cafetorium	\$115.00/event	\$100.00/event	\$85.00/event
Classroom	\$95.00/event	\$90.00/event	\$50.00/event

In addition to the event rental rates charged under Schedule A, actual custodial charges for time worked will be added to the rental amount.

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule B**

1. For financial gain and provided they are used for community service purpose.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$90.00/event	\$80.00/event	\$70.00/event
Cafetorium	\$80.00/event	\$70.00/event	\$60.00/event
Classroom	\$70.00/event	\$60.00/event	\$50.00/event

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$110.00/event	\$95.00/event	\$85.00/event
Cafetorium	\$100.00/event	\$85.00/event	\$75.00/event
Classroom	\$90.00/event	\$80.00/event	\$65.00/event

In addition to the event rental rates charged under Schedule B, actual custodial charges for time worked will be added to the rental amount.

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule C**

1. By a recognized community service organization for carrying out its program and no financial proceeds are obtained.
2. By other than community service organizations and no admission is charged or financial profits obtained.
3. By a church located within the Galion School District for a religious service.

<u>Monday – Saturday</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$85.00/event	\$75.00/event	\$65.00/event
Cafetorium	\$75.00/event	\$65.00/event	\$55.00/event
Classroom	\$65.00/event	\$55.00/event	\$45.00/event

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	\$100.00/event	\$90.00/event	\$80.00/event
Cafetorium	\$95.00/event	\$85.00/event	\$75.00/event
Classroom	\$85.00/event	\$75.00/event	\$65.00/event

In addition to the event rental rates charged under Schedule C, actual custodial charges for time worked will be added to the rental amount.

Board Approved 2/9/2012

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule D**

1. For a school-related organization for the purpose of carrying out its program.
A school-related organization is herein defined as being "internal"; comprised solely of Galion City School District students and whose coaches have undergone a successful background check, possess an active Pupil Activity Card and have been board approved. Organizations having their own 501c3 are considered to be outside of this program and are not covered under this schedule.
2. For financial gain, but entire proceeds, less expenses are used for the benefit of the Galion City Schools.
3. All funds collected by internal organizations must go through either the Booster Club or District Accounts.
4. A certificate of insurance is required for all internal organizations falling under this schedule unless they are covered under the Booster Club, in which case the Booster Club and its representatives must then acknowledge their acceptance.

Monday – Saturday

<u>Sunday and Holidays</u>	<u>High School</u>	<u>Middle School</u>	<u>Elementary</u>
Gym or Outdoor Area	n/c	n/c	n/c
Cafetorium	n/c	n/c	n/c
Classroom	n/c	n/c	n/c

Schedule E**

Community Seasonal and Daily Sport Activities

Practice Football field and Baseball Diamonds	\$ 300.00/without restrooms
Contracted for the season (excludes stadium field)	\$ 450.00/with restrooms
1/2 fee paid upfront, the remaining at the conclusion of the season plus any additional assessed fees	
Practice Football and Baseball Diamonds	\$ 75.00/without restrooms
Contracted for single daily events (excludes Stadium field)	\$ 100.00/with restrooms
Use of stadium, sound system, track, scoreboard and restrooms	\$ 250.00/daily
Use of track and restrooms	\$ 100.00/daily

A fee will be assessed for any use of lighting based upon the length of use

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

Schedule F**

Community Daily Events

Use of other district assets (parking lots, etc.)	\$ 75.00/without restrooms
	\$ 100.00/with restrooms

The District reserves the right to waive certain fees when Galion students and/or personnel are involved.

**** Fees subject to change**

Unless otherwise noted, rental fees shall be paid prior to the scheduled event. The district will then bill the balance due for any personnel cost (i.e. custodian, cooks, technical support) following the event.

WAIVER OF LIABILITY

That in consideration of being permitted to participate in open gym / intramural activities operated by the Galion City School District, the undersigned, on behalf of myself and my minor

child, _____, _____,
Name Date of Birth

hereby waives any and all liability for bodily injury or death from any cause whatsoever which may occur as a result of such participation, and hereby releases the Board of Education of the Galion City School District, its members, coaches, officials, and employees, from liability of every nature whatsoever because of bodily injury or death arising out of my child's participation in this activity.

WARNING:
THIS IS A RELEASE OF LIABILITY.
READ CAREFULLY BEFORE SIGNING.

Date

Name of Parent, Guardian or Legal Custodian

Signature

Address

City, State, Zip Code

Phone Number

*Persons 18 years of age or older do not need an adult's signature,
but must fill out, sign and date this form.*



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Building and Grounds Use and Rental Agreement

The following Building and Grounds Use and Rental Agreement should be completed upon receipt and review of the Building and Grounds Use Regulations and Rental Fee Guidelines.

Organization _____ Date _____

Person responsible to be billed _____

Address _____

Phone _____ - _____ - _____ (home) _____ - _____ - _____ (work) _____ - _____ - _____ (cell) Y ___ N ___ (text)

Email Address _____

Organizations Website (if applicable) _____

Name of building you wish to rent _____

Area(s) of the building (classroom #, gym, cafetorium, etc) _____

For the purpose of _____

Requested dates and actual hours of the activity as specified below:

Date/s _____ Hours _____

Date/s _____ Hours _____

** A minimum of one additional hour will be added to the times stated above to allow 30 minute set-up and 30 minute clean-up.

Number of people expected at the event: _____ adults _____ students

Additional equipment needed. Describe in detail (number of chairs, type of tables, PA system, technology needs, athletic equipment, etc.)

Describe setup required, if other than normal: _____

Board Approved 2/9/2012

REGULATIONS:

1. All Building and Grounds Use and Rental Agreements must be accompanied by proof of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities. The district shall be named in the policy as an additional insured. The Director of Operations shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement. The person or group using the school facility shall also provide the district a signed Hold Harmless Statement
2. All Building and Grounds Use and Rental Agreements must be approved by the Director of Operations or designee. Applications should be coordinated with the individual building principal and a completed application submitted to the Director of Operations at the Administrative Center. Applications need to be submitted and approved at least one week in advance of the time desired.
3. Buildings must be rented for one hour more than their intended use to allow 30 minutes set-up and 30 minutes clean-up time.
4. No school facilities shall be available for use or rented on Sunday except by special permission and arrangement by the Superintendent and/or the Director of Operations.
5. All fire exits are to be kept prominent and unrestricted at all times. Fire lanes shall be kept open and exit lights shall remain on.
6. The Board of Education can cancel or refuse a rental agreement or deny future rental to an organization if a performance or activity is found objectionable or not of benefit to the people of the community in the opinion of school authorities; if proper supervision and control of the audience is neglected; or if these regulations are not enforced.
7. Activities shall be restricted to the area or room rented.
8. No school employee is permitted to use or allow individuals or groups to use school facilities and equipment without permission of the building principal and approval of the Director of Operations.
9. The organization, group, or individual making rental shall, as required by law, be responsible for any damage done over and above the ordinary wear of school property.
10. All damages should be reported to the school administrators within 24 hours of use. The renter or group using the school facilities must agree to restore to original condition any school property that is damaged. In all cases the Superintendent and/or the Director of Operations shall determine the extent of damages.
11. The Board is not responsible for personnel injured nor does it or its employees have or assume any legal responsibilities for the same.
12. The Board is not responsible for the theft of or damage to personal property.
13. Organizations using a school gym for athletic purposes shall observe the rule of requiring rubber-soled shoes for all persons using the gym floor.
14. Any police protection needed shall be the responsibility of those engaging the building or any part thereof.
15. Food sold for profit cannot be prepared in private homes and then sold on school property. All food sold on school property must be prepared in a licensed food service kitchen and may require rental of School kitchen facilities or Booster Club concession stand.

16. Possession and/or consumption of alcoholic beverages on school properties is a violation of Board rules on care and use of property. Violation of this rule shall be brought to the attention of the Board and may result in a Board's decision to deny further use of school facilities to the person(s) or group in violation. Law enforcement officials may be contacted to assist in enforcement.
17. The organization, group or individual renting school property shall be responsible for the payment of all admission taxes.
18. If technology or special equipment is requested, the district may require that Technical Support Staff be retained through the district.
19. Rental fees shall be paid prior to the scheduled event. The district will then bill the balance due for any personnel cost (i.e. custodian, cooks, technical support) following the event.
20. Final payment of personnel charges shall be made within thirty (30) days from date of invoice from the Treasurer.
21. An individual or person representing a group that is requesting rental shall assume the full responsibility of the regulations and rental terms listed herein.
22. Any outside group planning to stay overnight in the community is prohibited from camping on any school property and from using water or electrical connections unless special permission is granted.
23. The Board reserves the right to curtail or temporarily discontinue the use of school buildings and grounds in situations of emergency or unusual circumstances.
24. Participation of Non-Resident Galion City School District Students in Open Gym/Intramural Activities Held On School Property

No person who is not currently enrolled as a student in the Galion City School District (IRN # 044024) may participate in any open gym or intramural activities unless all the following conditions are met:

- a. The coach in charge has been board approved having completed a successful background check and possessing an active Pupil Activity Card.
- b. The coach in charge of the activity permits the person's participation.
- c. The person provides the following to the coach or Athletic Director prior to participation:
 1. A completed Emergency Medical Authorization form as provided in R.C. 3313.712 signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.
 2. A completed Waiver of Liability form (attached as EXHIBIT A) and signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.

HOLD HARMLESS STATEMENT:

I have read, do understand, and will comply with the provisions on this form and those contained in the Building and Grounds Use Regulations and Rental Fee Guidelines. Further, I _____ agree to indemnify and HOLD HARMLESS the Galion City School District, their agents, and employees from all liability, claims, demands, damages, or costs, for or arising out of _____ (activity or event)) whether it be caused by the negligence of indemnitor of the Galion City School District or either party's agents or employees or otherwise. The individuals or organizations agreement to indemnify includes, but is not limited to, indemnification for personal injury, property damage to the school property, building or grounds, and any attorney fees expended in pursuing or defending such a claim.

I accept responsibility for the group/organization I represent. I agree that it will abide by the rules and regulations with the knowledge that any violation of these rules and regulations may result in a fee being assessed for damages and or denial of the use of the school facilities.

I herby declare that I (and/or the organization) am covered by _____ Insurance Company with liability in the amount of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities.

Signature of Person Representing Group or Organization

Date

Address

Phone

THE RENTER AGREES:

1. To abide by all of the above regulations regarding use.
2. To pay \$_____ for rental of the above specified facilities and/or grounds, plus any charges which may be levied under the paragraph for additional charges in the schedule of rental rates.
3. Renter (circle one) will or will not pay for custodian services. Estimated cost based on current salary schedule: _____.
4. To pay any additional charges for use of facilities and custodial charges when activity exceeds contracted time.

It is understood that the renter may cancel this agreement by giving at least one day of notice of this intention in writing to the Director of Operations.

It is also understood that the Board of Education may cancel this agreement because of energy curtailments, community need for emergency use of the buildings, or other good reasons by giving one day written notice.

Agreed to this _____ day of _____ 20_____.

Name _____ Group/Organization _____

Signature of Person Representing Group or Organization

Date

Signature of Building Principal / Name of Building

Date

Signature of Director of Operations

Date

****Fees subject to change**

Copies Sent To:

____ Responsible Person
____ Building Principal
____ Head Custodian
____ Director of Maintenance
____ Superintendent
____ Treasurer

SCHOOL FACILITY USE SUMMARY

The following items are to be completed before access to our facilities is authorized:

- ☐ Signed Building Use and Rental Agreement
- ☐ Certificate of Insurance
- ☐ School District named as "Additional Insured" on certificate of insurance
- ☐ Rules for facilities provided and reviewed with user(s)
- ☐ Floor plan layout provided showing areas to be used
- ☐ Name of custodian and/or staff who will be onsite during the event
- ☐ Review of fire and tornado procedures / copies provided
- ☐ Location of AEDs (Automatic External Defibrillators)
- ☐ Special instructions for use of elevators or special lifting equipment
- ☐ Special instructions for use of technology or special equipment.
Name and phone of contact person using equipment:
Name _____ Phone _____
- ☐ Review/identification of public phones
- ☐ List of emergency contacts for the district

Signature of Person Representing Group or Organization

Date

Signature of Building Principal / Name of Building

Date

WAIVER OF LIABILITY

That in consideration of being permitted to participate in open gym / intramural activities operated by the Galion City School District, the undersigned, on behalf of myself and my minor

child, _____, _____,
Name Date of Birth

hereby waives any and all liability for bodily injury or death from any cause whatsoever which may occur as a result of such participation, and hereby releases the Board of Education of the Galion City School District, its members, coaches, officials, and employees, from liability of every nature whatsoever because of bodily injury or death arising out of my child's participation in this activity.

WARNING:
THIS IS A RELEASE OF LIABILITY.
READ CAREFULLY BEFORE SIGNING.

Date

Name of Parent, Guardian or Legal Custodian

Signature

Address

City, State, Zip Code

Phone Number

*Persons 18 years of age or older do not need an adult's signature,
but must fill out, sign and date this form.*