

FORT FRYE LOCAL SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

The Fort Frye Local Board of Education believes that the school 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 facilities when such permission has been requested in writing by a non-profit organization within the Fort Frye Local School District and has been approved by the Building Principal.

1. It is the policy of the Fort Frye Board of Education that school functions shall have priority over outside community groups.
2. School buildings and facilities may be used without charge by parent-teacher Groups and affiliates, booster clubs, school sponsored organizations, and other organizations recognized by the Board of Education as closely allied to and supporting the educational program of the school district. However, these provisions may be subject to the below mentioned custodial service charges.
3. If custodial services are required to properly open, maintain, and close the building or provide access to the facilities which are desired, a fee will be charged to cover cost of such services. Fee will be determined by the hourly rate of the custodian at the time of use.
4. Non-profit groups not listed in item #2 above shall be charged the following:

Classroom	\$10.00 per hour
Cafeteria	\$20.00 per hour
Cafeteria & Kitchen	\$30.00 per hour
Auditorium or Gym	\$20.00 per hour
5. Use of football and baseball fields: No permission is granted for use of these facilities except by authorized teams for regularly scheduled games.
6. Use of practice fields: No charge – request for use must be made through the High School Office and must have the Athletic Director’s approval.
7. In situations when school facilities are being utilized and there is a question as to whether or not a fee should be charged for such use due to the nature of the activity, the Board of Education reserves the right to make the final determination on the matter.

8. Use of school facilities by personnel or organizations outside of Fort Frye Local School District will be discouraged. There is no vested right to use the facilities.
9. Church or religious groups requesting use of school facilities must make their request known to the Board of Education. The rental fee contract will be based on building usage and services required.
10. The procedure followed by individuals or organizations wishing to use a school facility shall be as follows:
 - a. Contact the building principal to clear the desired date for its use.
 - b. After closing the date on the school calendar at that particular building, a request for use of school facilities agreement form shall be obtained and completed.
 - c. If the building is used when the custodial staff cannot give entrance to the building, then the individual signing the agreement will need to secure an access badge to use the facility. To obtain an access badge, a \$25 refundable deposit is required when the facility use request is made. In order to receive the \$25 refund, the access badge is due back to the school office within 10 business days of the event and/or end of season if the building used is over a period of time. Individuals may lose their privileges to obtain future access badges if they allow non-approved individuals and/or groups to access the building via the assigned badge.**
 - d. Rental fees and custodial charges will be paid by the individual signing the agreement within 10 days of the time of billing.
11. The individual signing the agreement will assume the responsibility for the facility being used properly, and for the provisions of this policy being enforced in a manner that reflects mature judgment. Furthermore, this individual will be held responsible for any damage to the facility due to irresponsible use by the occupants.
12. Use of chairs and other equipment:
All equipment must be used only as it is designed and intended for use.

*This policy shall be in compliance with the Equal Access Act.
ORC: 3313.75-.79*

FORT FRYE LOCAL SCHOOL DISTRICT

Rental Agreement/Waiver of Claims

This agreement made and concluded at Beverly, Ohio on this ____ day of _____ 20____ by and between the Board of Education of the Fort Frye Local School District, and (renter).

WITNESSETH:

Said Board of Education agrees to the use of the following described property by said Renter, on the date/dates indicated, at the price set forth and under the conditions listed in the Policies of the Board which are incorporated herein by reference:

PROPERTY TO BE USED: _____ RATE: _____

DATE(S): _____ BEGINNING TIME: _____ ENDING TIME: _____

PURPOSE FOR WHICH PROPERTY WILL BE USED: _____

The Fort Frye Board of Education has established the following guidelines for the use of school facilities:

1. The facility shall be used and left in such a manner and condition that reflects sound, mature judgement.
2. When custodial or other school personnel are required, the person or organization will be billed for their services at the applicable pay rate including workers' compensation and retirement.
3. Participants will confine themselves to that part of the building or facility that is directly connected with the activity, and which is agreed to.
4. No intoxicating drink or rowdyism will be permitted or tolerated on the premises.
5. The use of tobacco in the building is not permitted.
6. The use of food or beverage shall be confined to the cafeteria or concession area, never in classrooms or gymnasium.
7. The individual signing this agreement will assume the responsibility for the facility being used, and for the provisions of this agreement being enforced. Furthermore, this individual will be held responsible for any damage to the facility due to irresponsible use by the occupants.

- 8. **If use of the building requires access badge(s), a \$25.00 refundable deposit is required at the time of facility use request for each badge. The badge is due back to the school office within 10 business days of the scheduled event and/or end of season in order for the deposit to be refunded. Do not lend the access badge to any other non-approved individuals and/or groups.**
- 9. Any improper use of the facility or abuse of the aforementioned stipulations will result in future privileges being denied by the Board of Education.
- 10. The Board of Education reserves the right to terminate this agreement at any time.
- 11. It is expressly agreed that all use of the Fort Frye Local Schools facilities shall be undertaken by me at my sole risk, and I will indemnify, save, and hold harmless the Fort Frye Local School District and its employees. Fort Frye Local School District and its employees shall not be liable for any injuries, damages, or losses to me or my guest(s), or be subject to any claim, demand, injury, or damages whatever including, without any limitation, those damages resulting from acts of active or passive negligence on the part of said school district or its employees, officers, or agents. I, for myself, and on behalf on my executors, administrators, and assigns, do hereby expressly forever release and discharge Fort Frye Local Schools, its successors and assigns, as well as its employees, officers, and agents for all such claims, demands, injuries, damages, actions, or causes of action.

It is specifically agreed that the Fort Frye Local Schools shall not be responsible or liable to me or my guest(s) for articles lost or stolen at the school. Fort Frye Local Schools also shall not be liable for loss or damage to any property of mine or my guest(s), including their automobiles and contents therein.

IN WITNESS WHEREOF, the parties hereto have set their hands to duplicate copies of this agreement on the date first above written.

SIGNED IN THE PRESENCE OF

RENTER:

FORT FRYE LOCAL SCHOOLS:

Signature Date

Superintendent or Principal Signature Date

Street

Treasurer Signature Date

City Zip

Phone

Access Badge # Date

Access Badge # (multiple if applicable)

FORT FRYE LOCAL SCHOOL DISTRICT
BUILDING USE – HOURLY RATES

The following are the rates for building use, for the 2012-2013 school year:

Classroom	\$10.00 per hour
Cafeteria	\$20.00 per hour
Cafeteria & Kitchen	\$30.00 per hour
Auditorium or Gym	\$20.00 per hour

Fort Frye Local School District – Use of Building Form
(To be completed on actual date that building was used.)

Name of Building Used: _____

Date Used: _____ Name of Organization: _____

Time Organization Entered Building: _____ Time Left Building: _____

Last Person of Organization Leaving Building: _____

Overtime Worked by Custodian: _____ hrs. (time beyond custodian's regular hours)

Date: _____ Signature of Custodian: _____

Address of person in charge for billing purposes:

Name: _____ Phone: _____

Address: _____

Return to the Office of the Treasurer

(This form is to be used by the office for billing purposes only. Custodians must submit their time to their building principal to receive payment.)