

COMMUNITY USE OF SCHOOL FACILITIES

The Board of Education subscribes to the philosophy that the public schools are owned and operated by and for its patrons and that the schools are an integral part of the community. To this end, the Board of Education encourages the public use of school facilities. Authorization for the use of school facilities shall not be considered an endorsement of, or approval of, the activity, group or organization nor the purposes they represent.

Organizations or groups desiring to use school facilities must file, in writing, at the office of the Superintendent or designee an application stating:

- A. Name of organization;
- B. Date(s) desired;
- C. Hour(s) desired;
- D. Purpose;
- E. Attendance expected;
- F. Equipment needed; and
- G. Name of the person applying and responsible for the meeting

Each applicant shall submit, prior to approval, proof of liability insurance covering facility use in the amount designated by the Superintendent or designee.

This application must be filed at least fourteen (14) days prior to the date of use.

If the purpose of the meeting is in accordance with policies of the Board, a permit is issued and the scheduled rental fee is collected.

Regular school organizations growing out of the educational program of the school have priority for the use of school facilities. School organizations considered part of the educational program include class activities, extracurricular clubs, athletics, chorus, band and other activities that are recognized by the Board as school activities.

Conditions Governing Use of School Facilities

- A. Organizations renting facilities from the Board of Education are responsible for leaving areas rented in good condition at the end of an event. Charges are incurred at the full custodial rate for rental space that is not left in the appropriate condition.
- B. A custodian or representative of the Board must be on duty whenever a school building is used by an organization or group. The school custodian is present as a representative of

the school for the purposes of security, inspection and observation, and has the authority to eject unruly persons. His/her services are not at the disposal of the sponsor unless so directed by the building principal.

- C. No out-of-school group shall begin its activities until school is dismissed.
- D. On days when school is closed because of snow or other calamity, all activities scheduled for that day shall be cancelled or postponed.
- E. Building use is not permitted for private individuals or family affairs. Buildings are reserved for community use only.
- F. Fire and safety regulations of the Board, the local community and the state of Ohio must be followed at all times.
- G. No group, under any circumstances, shall tamper with any electrical or heating controls.
- H. The kitchen shall not be used by any group unless special arrangements have been made with the Superintendent or designee.
- I. There shall be no smoking in any part of a building or on building grounds.
- J. The Board reserves the right to require groups using the building to post a cash bond to cover any damages that might be done to any property, equipment or grounds.
- K. The procedure for use of the football stadium will follow the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient police protection and adult supervision.
- L. Adequate supervision of participants and security of the facilities are responsibilities of the permit holder as approved by appropriate school officials. The activity must be under competent adult supervision at all times. Small children are to be supervised at all times and are only permitted in areas designated in the building permit.
- M. Use of tobacco in any form and possession and use of intoxicants or habit-forming drugs are prohibited in school facilities and on school grounds. Individuals under the influence of intoxicants or drugs will be asked to leave the building.
- N. No materials, refreshments, soft drinks or similar items shall be sold or distributed on school property unless permission has been granted when making arrangements for use of the property and facilities.
- O. If deemed necessary, the Superintendent or designee may require the group using the building to provide supervision in the parking lots and building.

- P. The Superintendent has the authority to refuse use of any school facilities and cancel any prior commitments to any group that abuses the use of the building. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this regulation, the judgment of the Superintendent or designee concerning such controversy or dispute shall be final.
- Q. Priority for use of facilities is:
1. School educational program.
 2. School youth activities.
 3. School-related groups.
 4. Community youth groups.
 5. Community groups.
- R. The Superintendent has the authority to negotiate rates for extended use of building facilities by a group.
- S. The Superintendent has the authority to cancel or make changes in building usage if it is in the best interests of the Cuyahoga Falls Schools.
- T. A permit is not transferable.

Nonschool Use of Buildings and Grounds

Organizations or groups desiring to use school facilities must file with the Superintendent or designee at least fourteen (14) days prior to the date of use an application stating the name of the group or organization, purpose of the meeting, facilities desired, date and hours to be used, attendance expected, equipment needed and the name, address and telephone number of the person responsible for the meeting.

Those organizations primarily dedicated to the youth of Cuyahoga Falls will receive a 50% discount on the building/field non-profit rates. If custodial service is required, it will be at the full rate.

Student Use of Buildings and Grounds

Most school facilities are available free of charge for all Cuyahoga Falls Schools-sponsored student clubs and extracurricular activities. The faculty sponsors of such clubs and activities are to make arrangements for use of the building through the Superintendent or designee. When it is necessary to use the facilities on days or during hours when school is not in session, a building request form must be submitted for approval.

Use of Buildings and Grounds by School-related Adult Groups

Most school facilities are available free of charge to Parent-Teacher Association units, athletic, academic, booster and extracurricular groups, and the After-Prom committee for regular meetings, Board meetings, and ways and means projects. They are also available free of charge for regular meetings of such school-related organizations.

Arrangements for such use must be made with the building principal at least fourteen (14) days prior to the date of use.

Sunday and Summer Use of Buildings and Grounds

School buildings, facilities and grounds are not available for Sunday use by school or nonschool groups or organizations without the approval of the Superintendent. Written requests for such use must be forwarded to the Superintendent's office at least thirty (30) days before the date of use. Athletic fields and school playgrounds are not available for school and nonschool use on Sundays for activities that would be objectionable to nearby residents.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Restrictions on the use of School Facilities

No school facility shall be used for any of the following purposes:

- A. Programs that involves any form of gambling;
- B. Fund-raising activities unless the proceeds thereof are used for public school purposes or for approved educational, charitable, religious or similar community welfare purposes; or
- C. Promotion of religious or racial prejudice, or for any purpose contrary to the democratic way of life.

The following facilities shall not be available for nonschool use:

- A. Libraries;
- B. Science laboratories;
- C. Computer labs;
- D. Industrial arts labs;
- E. Musical instruments (except piano);

- F. Teacher’s lounge;
- G. Offices;
- H. Art rooms
- I. Weight room; and
- J. Concession stands.

Requests for district-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

Kitchen areas may be rented without kitchen staff costs if a member of the organization has been trained in the use of the kitchen. Charges will be incurred at the full custodial rate if the kitchen is not left in the appropriate condition.

Any exception must be approved by the Superintendent or his/her designee.

Damage to School Facilities

Any organization or group using school facilities is responsible for any damage done to these facilities, and held liable and responsible to the Board or its designated agent for the total amount of the damages. No school facility is rented for any purpose in which any suspicion of major damage can be anticipated.

Fees for the Rental of School Property

The rental rates for the school facilities are according to the schedule available at the Board of Education Office, buildings or from the Activity Director at Cuyahoga Falls High School.

LEGAL REFS: O.R.C. §§3313.75; 3313.76; 3313.77; 20 U.S.C. §4071 et seq.

Adopted: June 7, 2017

CUYAHOGA FALLS CITY SCHOOL DISTRICT
RENTAL AGREEMENT/WAIVER OF CLAIMS

This Agreement made and concluded at Cuyahoga Falls, Ohio, on this ____ day of _____, 20____, by and between the Board of Education of the Cuyahoga Falls City 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:

DATE	PROPERTY TO BE USED	RATE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Payment to be made promptly within thirty (30) days after use. Make checks payable to the Treasurer of the Cuyahoga Falls City School District Board of Education, 431 Stow Avenue, P.O. Box 396, Cuyahoga Falls, Ohio 44222-0396.

It is agreed that the above-described property will not be used for any unlawful purpose and the Renter will keep the property in as good condition as it now is, reasonable use excepted.

It is further agreed that school use of the properties shall have first priority and that the Board of Education reserves the right to cancel this agreement if such need arises or if said agreement is found to be in violation of State or Local regulations.

It is expressly agreed that all use of the Cuyahoga Falls City Schools facilities shall be undertaken by me at my sole risk, and I will indemnify, save, and hold harmless the Cuyahoga Falls City School District and its employees, and said 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 Cuyahoga Falls City Schools or its employees, officers, or agents. I, for myself, and on behalf of my executors, administrators and assigns, do hereby expressly forever release and discharge Cuyahoga Falls City 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 Cuyahoga Falls City Schools shall not be responsible or liable to me or my guest(s) for articles lost or stolen at the school. The Cuyahoga Falls City 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:

Signature

Date

Address

(RENTER)

BOARD OF EDUCATION OF CUYAHOGA
FALLS CITY SCHOOL DISTRICT

President

Treasurer

Building Reservation Form

Please fill out or review the information below for the event. Events and meetings may not be held without reservations. Special events/considerations will be reviewed individually.

Name of Organization: _____

Date(s) of event: _____

Time of event: _____ Set-up/tear-down time: _____

Brief description of event: _____

Building requested: _____

Room(s): Cafeteria Kitchen Gym Locker room Other: _____

Approximate number in attendance _____

Audio equipment needed: Yes No

Additional equipment needed: _____

Do you have Proof of Liability: Yes No

Contact Person (please print): _____

Contact address & phone No.: _____

***A Rental Agreement must be signed and returned for all external groups.**

Signature: _____ Date: _____

For office use only

Date received: _____

SchoolDude confirmation number: _____

Proof of Liability on file: Yes No

Rental Agreement on file: Yes No

Renter's Rate: _____

Custodial fees: _____

Total Charges: _____