



# Oak Hills Local School District FACILITIES UTILIZATION APPLICATION/CONTRACT FORM

**This section to be completed by the applicant**

Organization Name: \_\_\_\_\_

Building Request: \_\_\_\_\_

Location in Building: \_\_\_\_\_

Description of Activity

Date(s) (MM/DD/YY)	Day(s) of Week	Time	
		From	To

**Organization Class**

Class I    Class II    Class III\*    Class IV\*    Class V\*\*

<b>Liability Insurance</b>
Organization is providing a Certificate of Liability Insurance <input type="checkbox"/>

**Fees**

- Fees must be deposited with the principal prior to the date(s) of usage..
- Checks made payable to the Oak Hills Local School District. *No refunds will be issued.*
- \*Class III - V will be charged a custodial fee (\$27/hr) on Sundays and Holidays
- \*\* Class V - all groups under 50% OHLSD residents will be assessed the facility fee per the facility fee schedule (KG-E-2)

I HAVE READ POLICY KG OF THE OHLSD POLICY MANUAL AND HEREBY OBLIGATE MYSELF, AS A REPRESENTATIVE OF THE ABOVE NAMED ORGANIZATION, TO ALL CONDITIONS SET FORTH ON THIS FORM

Signature of Representative                      Street #                      Street                      Zip Code                      Phone #

**This section to be completed by the building principal**

The above request:

Approved     Not approved     Approved with the following condition: \_\_\_\_\_

Service	# of Hours		Rate/Hr.	=	TOTAL
CUSTODIAL *Holidays/Sundays	_____	x	\$27	=	_____
FOOD SERVICE	_____	x	_____	=	_____
Event Supervisor	_____	x	_____	=	_____
Lifeguard (cert.)	_____	x	_____	=	_____

\_\_\_\_\_ **Police service required**  
(to be arranged for and paid by organization)

\_\_\_\_\_ **Lifeguard required**

Total Fee (Facilities): \_\_\_\_\_

Total Fee (Personnel): \_\_\_\_\_

Other Charges:

\_\_\_\_\_  
\_\_\_\_\_

**TOTAL CHARGES** \_\_\_\_\_

Approved for Oak Hills Local Schools by:

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Title

\*The District reserves the right to cancel any activity for any reason (including weather).

## Oak Hills Local School District Facility Usage Chart

Class	Description	Examples	Facilities Form Submission	Annual submission of cert. of insurance	Facilities Fee	Custodial Fee
Class 1	Extracurricular activities approved & operated by Board of Ed	Student Clubs, Athletics, Oakettes, Juniors	N/A	NO	NO	NO
Class 2	Organizations closely affiliated with School Operations	PTA, booster clubs, school employees, OH coaches/employees conducting camps	N/A	NO	NO	NO
Class 3	Responsible organ/groups school age youth OHLSD >50% of roster students OHLSD	Community/athletic organizations, scouts, 4-H, OHYA or BYAA  Greater than 50% of sports roster are OHLSD students (preschool/kdg/homeschool are included in the 50% calculation)	Seasonal Per Sport or Club	YES	NO	Hourly fee assessed for Sundays/holidays (in policy)
Class 4	Non-profit, community organ. membership resides in OHLSD <50% of roster are OHLSD students	Community/athletic organizations, scouts, 4-H, OHYA or BYAA, AAU  Less than 50% of sports roster are OHLSD students (preschool/kdg/homeschool are included in the 50% calculation)	Upon request of the facility	YES	NO	Hourly fee assessed for Sundays/holidays (in policy)
Class 5	all other groups of non-profit groups  For-Profit Groups are prohibited from using the facility		Upon request of the facility with cert of insurance	NO	YES	\$27 Hourly fee assessed for Sundays/holidays (in policy)

\* The lowest classification receives scheduling priority.

\*\* The swimming pool is excluded from the classification groups & will be assessed a \$30 usage fee & a \$27 custodial fee (for Sunday/holiday usage)

Facility Usage Fees

<i>Elementary School Buildings</i>	
Baseball / Softball / Soccer / Football Fields	\$25 / Hour
Gym	\$40 / Hour
Classroom	\$25 / Hour
Cafeteria	\$40 / Hour
Kitchen	--- Add \$25 / Hour
<i>Middle School Buildings</i>	
Baseball / Football / Soccer Field	\$40 / Hour
Soccer Stadium - Rapid Run MS	\$50 / Hour
Soccer Stadium - Rapid Run MS - with lights	\$75 / Hour
Softball Field - Rapid Run MS	\$50 / Hour
Gym	\$50 / Hour
Classroom	\$25 / Hour
Commons	\$50 / Hour
Kitchen	--- Add \$25 / Hour
Auditorium	\$50 / Hour
<i>High School Facilities</i>	
Baseball Stadium	\$50 / Hour
- Excludes concession stand & locker rooms, includes press box	
High School North Gym	\$75 / Hour
High School South Gym	\$50 / Hour
Practice Fields- Grass Areas (2 separate areas)	\$50 / Hour
Pool	\$30 / Hour
High School Stadium and Soccer Field	
* Day Use- Excludes Scoreboard/Concessions	\$75 / Hour
* Night Use with Lights - No Scoreboard/Concessions	\$100 / Hour
High School Age or Older Football Game	\$1,500 / Event
5 Hour Maximum use. Includes 2 locker rooms	
Wrestling Facility	\$50 / Hour
Commons	\$50 / Hour
Kitchen	--- Add \$25 / Hour
Auditorium	\$75 / Hour
Classroom / Media Center	\$25 / Hour

NOTE --> Facility fees may be assessed.

Oak Hills Athletic Boosters have the first option to provide concessions for any event. The organization renting can keep the admission fees.

\* Add \$25 / Hour for Scoreboard and Press Box

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

1. The school district grounds, buildings and real property were purchased for the purpose of education and training of the youth and adults of the Oak Hills Local School District.
2. The grounds, building and real property of the school district shall be made available for the use of Oak Hills residents under conditions described by law and in accordance with the adopted policies of the Board of Education.

Groups must comply with the district's rules and regulations, including being in good standing with the District, in order to use the District buildings and facilities, including athletic fields. Failure to comply will result in denial of use of the facilities until the group ceases to violate the rules and regulations, and also may result in a denial of the use of facilities for a period of time commensurate with the violation. Groups denied use of school facilities for failing to comply with the policies, rules and regulations of the Board as applicable will be informed of such violation and may appeal the denial to the Board or its designee in writing within ten days of notice of the violation.

Being in "good standing" with the District means that the associated group is in compliance with District policies, procedures and regulations as applicable to the group, including but not limited to relations with booster organizations, community groups and intellectual property (IIB, IIB-R). Organizations or groups determined not to be in good standing with the District will be notified of the same by the Board/designee and groups so notified may appeal the determination by requesting in writing within ten days of being notified to be heard by the Board or its designee. The Board does not discriminate based on the viewpoint of groups. Being in good standing with the Board applies only to its policies, rules and regulations, and does not imply approval or endorsement of any group.

3. No school facilities shall be used for any of the following purposes:
  - a. any group that is a for-profit or does not have a 501(c)3 designation.
  - b. for any program which would include the use of intoxicating beverages or drugs, or involve gambling
  - c. for any money-raising activity unless the proceeds therefore are used only for school purposes or for approved charitable, educational, character building, or other such purposes benefiting the children of this community
4. Pursuant to Revised Code Sections 3313.76 and 3313.77, and the terms of this policy, a responsible organization or responsible group of at least seven district residents and in good standing with the district may use school buildings or grounds, upon proper application and approval, for religious exercises, discussion of topics tending to the development of personal character and of civic welfare, and holding of grange or similar meetings. This does not apply to community youth athletic or social organizations.
5. Upon proper application and approval, a committee representing any candidate for public office, or any regularly organized or recognized political party may use school buildings or grounds for meetings of electors for the discussion of pupil questions and issues. School buildings may also be used, upon proper application and approval, for public libraries, stations for public libraries, reading rooms, polling places, the conducting of public elections and the registration of voters.
6. In addition to the provisions of this policy, this paragraph will govern the use of school buildings and other secured real property (such as the football stadium) for social, recreational, educational, athletic, entertainment, or similar purposes not specified in 4. A "responsible organization" or a "responsible group" of at least seven district residents and in good standing with the district may, upon the recommendation of the Superintendent/designee and approval of the Board of Education, use school buildings and other secured school real property for such social, recreational, educational, athletic, entertainment or similar purposes. All such purposes are referred to in these regulations as "entertainment or activity."

- a. A "responsible organization" or a "responsible group" is one which, upon application, can establish:

(I) unless the Superintendent waives the requirement in writing, that it has liability insurance coverage of \$1,000,000, insuring against any and all claims and causes of actions for property damage or personal injury resulting from, growing out of or in any way related to the use of the school facilities by the organization or group, which insurance may be provided by rider to the Board's liability coverage if available. PTA, Athletic Boosters, Choral Boosters, and Band Boosters are exempt from carrying coverage since these organizations are covered by District Insurance and

(II) agrees to indemnify and defend the Board of Education, Board Officers, Board Members and Board Employees against any and all claims or causes of action for property damage or personal injury resulting from, growing out of or in any way related to inadequate, insufficient, reckless or negligent supervision of the entertainment or activity and

(III) in addition, where school-age children reasonably may be expected to attend or participate in the entertainment or activity, a "responsible organization" or "responsible group" may be required by the Superintendent/designee to demonstrate: that it has directors, officers or designated leaders who have had successful experience in conducting the entertainment or activity for which the use is proposed,

(IV) that it has adequate numbers of adults to supervise the entertainment or activity responsibly,

(i) the good character of adult supervisors of the entertainment or activity, as evidenced by the absence of a conviction of a felony, an offense of violence, a theft offense, a sex offense or any offense involving drug abuse, and

(ii) the competency of the adult supervisors to direct or supervise the entertainment or activity, as evidence by the adult supervisor's ability to work effectively with school-age children, knowledge of the entertainment or activity, knowledge of the rules and regulations of the Board of Education pertaining to use of school facilities and knowledge of the health- and safety-related aspects of the entertainment or activity.

- b. all approved entertainment or activities by organizations and groups will be nonexclusive and open to the general public,
- c. use for approved entertainment or activities may not interfere with or inconvenience school operations and activities, and
- d. if the entertainment or activities will occur in proximity to consumable or perishable supplies, materials or equipment of the school district, a reasonable security deposit may be required in advance of the use by the Superintendent to pay for loss, damage or consumption of district supplies, materials or equipment.

7. For the purpose of establishing priority, the Board of Education recognizes five classes of school facility users:

- a. Class I - Extracurricular activities approved and operated by the Board of Education.
- b. Class II - Responsible organizations and groups closely affiliated with school operations, e.g., PTA, booster clubs, school employees, Oak Hills' coaches/employees conducting camps.
- c. Class III - Responsible organizations and groups in good standing with the district dedicated entirely to the service of school-age youth attending the Oak Hills Local School District, e.g., community athletic organizations, scouts, 4-H. To be considered Class III, at least 50% of the sport's (not team's) or club's competitive roster must be students attending the Oak Hills Local School District (or home-school students). Sports or Clubs are responsible for submitting accurate membership information, including verifying the percentage of members attending the Oak Hills Local School District. Verification of the 50% membership is at the discretion of the high school athletic director. Any sport or club having been found to submit an inaccurate roster may be considered "not in good standing" with the district.
- d. Class IV - Nonprofit, responsible community organizations whose membership majority resides in the Oak Hills Local School District.
- e. Class V - All other responsible non-profit groups.

In the event of conflict on dates and times, the classification of user will be the may be the determining factor with the lowest numbered classification having priority. When classification numbers are the same, scheduling may be in accordance with the date of submittal of request. All scheduling will be completed at the discretion of the building principal/designee. Appeals on priority classification will be made to the Board of Education in writing. Any approved application for utilization of facilities shall be subject to cancellation if the property is later found to be needed for use by school authorities.

#### **Facility Fees**

No Class I, II, III or IV organization or group shall be charged a facility usage fee (unless the group is requesting the pool – see next section). Class V shall pay a facility usage fee per the facility fee schedule for all facilities.

#### **Swimming Pool**

Class III, IV, or V organizations requesting the swimming pool will be assessed a facility usage fee per the facility fee schedule.

#### **Custodial Fees**

An hourly fee of \$27 shall be assessed for any Class III, Class IV, or Class V group using a facility on a Sunday, as well as the following holidays: July 4, Labor Day, Veteran's Day, Thanksgiving, Black Friday, Christmas Eve, Christmas, New Year's Day, MLK Day, President's Day, Good Friday, or Memorial Day.

A custodian is required for all indoor facility use, the high school football field and the Rapid Run Middle School soccer stadium.

#### **Agreements & In-Kind Contributions**

Groups may submit agreements to the Board of Education which supersede this policy upon Board of Education approval prior to using the facility (such as annual agreements from organizations such as Yeager Baseball, Marlins Swimming, Bridgetown Youth Athletics, Oak Hills Youth Athletics).

A reasonable fee schedule for these expenses shall be established by the Board of Education. Fees should be paid by check made payable to the Oak Hills Local School District and deposited with the building principal prior to use of a facility. Class II, III, IV and V users will be charged by the school district for any damage to property or other expenses resulting from the use of school facilities including, but not limited to, the actual cost of repairs or replacements. Failure to make a deposit may void the Agreement. The Superintendent/designee shall decide what personnel services reasonably must be provided for custodial or security purposes for the particular event.

The building principal/designee is responsible for providing accurate billing information to the Treasurer's Office at least five days prior to the facility usage. All invoices shall be sent by the Treasurer's Office (hours will be charged based on the reserved hours on the facility usage form, regardless if a group uses the facility).

Supervision by the organization or group sponsor will begin and close the activity on time as scheduled. Supervision will include keeping all vehicles off of playground areas by providing personnel to direct vehicles to a properly designated parking area and restoring the building and grounds to their condition and appearance before the use.

8. Procedures to be followed for using school district facilities by Class I and II will be established by the building principal. Procedures to be followed in obtaining use of school district facilities by Class III, IV or V users will be as follows.

- a. An organization, group of at least seven residents of the district and in good standing with the district, public body, public official, political party or political committee desiring to use school facilities shall submit an application on the appropriate form with appropriate supporting evidence, to the Superintendent/designee at least 14 days prior to the date of intended use. The applicant must complete the Facility Utilization Application indicating the organization, address and phone number of individuals responsible, individual making application, purpose(s) of use, dates and hours of desired use and specific area of facility to be used. A roster of participants may be requested and required prior to approval.

The Superintendent/designee will specify on the application the school personnel services to be provided, cost for same and charge for using the facility.

- b. The Superintendent/designee shall review and investigate the application in order to determine whether the applicant satisfies the criteria and conditions of adopted Board of Education policies on use of school facilities.

9. General Provisions

- a. The group or organization using the facilities is responsible for all property destroyed, damaged or removed during the period of use, and user shall make payment for the same directly to the Treasurer. Damage or loss shall be reported to the Superintendent/designee.
- b. Any organization or group to whom the school grounds or facilities have been leased will accept full responsibility for both the conduct of all who use such grounds or facilities and for the proper care of the buildings and equipment.
- c. If the Superintendent/designee approves the application, the responsible organization or responsible group of at least seven residents and in good standing with the district, prior to use, will enter into a written lease agreement with the Board of Education containing the terms set forth in this policy.
- d. A copy of this policy shall be provided to each principal for the information of any applicant.
- e. Any organization paying for a custodian should expect the custodian to be available for the duration of their event.

10. The Superintendent/designee may waive provisions of this policy at his/her discretion by contacting the building principal and Treasurer.

[Adoption date: July 1, 1991]  
[Revision date: October 2004]  
[Revision date: April 2009]  
[Revision date: November 4, 2013]  
[Revision date: April 20, 2015]  
[Revision date: May 2, 2016]