

REQUEST FOR USE OF SCHOOL FACILITIES

Building: _____ Greeneview Elementary School
_____ Greeneview Middle School
_____ Greeneview High School

Area Requested: _____ Gym _____ Cafeteria _____ Kitchen _____ Classroom _____ Other _____

_____ From _____ To _____
Day Date Hours Requested

IF for an extended period, state the beginning and ending dates:

Beginning Date _____ Hours From _____ Hours To _____

Ending Date _____ Hours From _____ Hours To _____

Reason for Request _____

Name of Adult in Charge _____ Telephone # _____

Will there be an admission charge? _____ Yes _____ No

Approximate number of people in attendance. _____

We require the use of the following. (Equipment – PE & Athletic should be brought in by renting group)

- _____ Stage _____ Speaker's stand
- _____ Special Lighting _____ Ticket Table & Chairs (number needed) _____
- _____ Piano (on stage) (on floor) _____ Gymnasium showers
- _____ Projector _____ Folding chairs (number needed) _____
- _____ Large Folding Tables (number needed) _____

Additional requests or comments: _____

It is understood that any Greeneview School District activities have preference over outside activities in using the school buildings, and this request is subject to cancellation if the requested facility is needed for a school activity.

FACILITY RENTAL REQUIREMENTS

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises without prior approval of the building principal.
- D. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- E. Alcoholic beverages, non-prescribed and/or illegal drugs and/or hallucinogenic will not be permitted in school facilities or on school property at any time. Smoking and the use of tobacco substitute products are prohibited in accordance with Policy 7434. (This includes all tobacco and tobacco substitutes in any form.) All users are responsible for complying with this regulation. **Students must adhere to the same rules and regulations as per student handbook.**
- F. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is not permitted.
- G. The user shall be fully responsible for all loss or damage to District property, including property of students and employees. The Board of Education expects all damages caused by the using group to be paid by this group.
- H. Requests for District-owned equipment are not included in the direct or indirect costs and may be charged based on request and type of equipment. Arrangements must be made with the building administrator for use of any special or extra equipment or furniture. The use of school equipment (balls, pianos, projectors, copiers, sound equipment, volleyball nets, etc.) is strictly prohibited without specific approval in writing from the building administrator. You must request these on the facility application.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- J. Set-up and cleanup may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- K. Buildings will only be open during the requested time.
- L. 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.

- M. **Food-service personnel shall be required when kitchen facilities** are requested except as exempted by the superintendent. A cook must be in attendance when a function requires the use of the stoves, dishwasher, and/or other kitchen equipment (refrigerator or coolers excluded). The school cook shall be in charge of activity in the kitchen when in use. Assignment of cooks will be according to the OAPSE agreement.
- N. **A school custodian shall be on duty whenever a facility is being used** except as exempted by the superintendent, for the purpose of cleaning, supervision, and building security. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including cleanup time, will be charged at the appropriate hourly rate. Assignment of custodians will be according to the OAPSE agreement.
- O. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- P. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- Q. The District will not be responsible for any loss of valuables or personal property.
- R. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- S. Non-marking gym shoes must be worn when using any gymnasium floor.
- T. The persons using the school facility shall be confined to that portion of the building that they are using. Children, whether they are participants or non-participants in the use of the facility, shall be supervised by an adult and not permitted to climb, jump, or run, and shall be confined to the area of use. All participants shall observe safety precautions.

SUPERVISION OF RENTED FACILITIES

- A. At least one employee currently under contract with the district must be present within the requested building at all times of use. This "paid employee" may be their coach, their advisor, a designated custodian, or a site manager, as determined by the Facility Manager. This person is responsible for:
 1. Opening the facility and limiting access only to the permitted group and area;
 2. Supervision of the physical facility to control vandalism;
 3. Clean-up the facility or supervising the work of helpers to a condition acceptable for sue on the next school day;
 4. Closing the facility to guarantee its security;
 5. Security Access Codes will not be given to non-school employees.

The school employee must accept and assume all liability for the facility. If they are not willing to accept liability for the facility then a district custodian must be assigned for the event at the cost of the renting group.

- B. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- C. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- D. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

PRIORITIES and FEES FOR USE OF SCHOOL FACILITIES

This procedure is established to implement the Board of Education policy governing use of school facilities. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated space and facilities are available. In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, non school-sponsored clubs and organizations, even to the extent of amending Category 2, 3, 4, and 5 rental agreements. No Rental Charge if the use of district facilities for activities related to the educational program and District operations shall be without cost to the users.

B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available space and facilities. No Rental Charge. No Employee charges will occur if activities occur when custodians are regularly on duty. If the event takes place outside or normal operating hours then the group will be responsible for any extra custodial, cafeteria, or police employee fees and any other extra cost.

School-affiliated Booster groups, Alumni groups, School-affiliated sports programs, PTO, etc.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups primarily comprised of District residents, which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis. No Rental Charge. No Employee charges will occur if activities occur when custodians are regularly on duty and the person signing the facility usage request assumes full responsibility for liability and cleaning the facility with volunteers. If the event takes place outside or normal operating hours then the group will be responsible for any extra custodial, cafeteria, or police employee fees and any other extra cost.

Lion's Club, Chamber of Commerce, public forums or educational opportunities etc.

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces. Rental Charges will be applied. No Employee charges will occur if activities occur when custodians are regularly on duty and the person signing the facility usage request assumes full responsibility for liability and cleaning the facility with volunteers. If the event takes place outside or normal operating hours then the group will be responsible for any extra custodial, cafeteria, or police employee fees and any other extra cost.

Churches, AIA, Club Sports Teams, etc.

E. Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned. Rental Charges and Employee Charges will be charged regardless of when the rental is taking place. Organizations or persons will be granted the use of school district facilities with the following charges as indicated and the cost of such additional staff services as they may be required.

Birthday parties, Receptions, Rentals where admission fees are charged, etc.

Facility Requested	Category 2&3	Category 4	Category 5
Gym Rental	No Charge	\$15 per hour	\$35 per hour
Kitchen and Cafeteria Rental	No Charge	\$20 per hour	\$40 per hour
Cafeteria Rental	No Charge	\$15 per hour	\$35 per hour
Classroom	No Charge	\$10 per hour	\$30 per hour
Custodial Employee Charge	\$25 per hour	\$25 per hour	\$25 per hour
Cook Employee Charge	\$22 per hour	\$22 per hour	\$22 per hour

Asbestos Report

Greeneview Local School District has completed the Building Inspection and Management Plan for all buildings in our district as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA).

AHERA Regulations require all buildings be inspected for asbestos containing building materials and a Management Plan developed for the management of asbestos containing materials by a certified consulting firm. This has been completed by Tackett Environmental Services of Beavercreek, Ohio.

Asbestos containing material has been found in our buildings that are friable (damage) and non-friable. Thermal (pipe, tank, and boiler) insulation, friable asbestos containing ceiling materials were found in the buildings.

The overall condition of the asbestos containing materials is good and management procedures are now in effect to control the asbestos exposure. Most critical is the need for full cooperation of the students in the elimination of vandalism or damage to the ceilings and pipe insulation.

School personnel are trained, or will be trained, in safe methods in dealing with damaged asbestos containing materials (ACM) in emergencies. We will, however, be removing the ACM based on the hazard assessment and as funds become available.

It is significant to report to you that the buildings in your district have been well maintained in regard to the immediate asbestos problem and we will continue to maintain the ACM in as safe a condition as possible until removal.

The Inspection Report and Management Plan for each building is located in the building office, and for all buildings, located in the Superintendent's office. You are welcome to inspect and read the report as you desire, but it cannot be removed from the office. If you or anyone in your organization has any questions, please do not hesitate to call 675-2728 for the Superintendent of Head of Maintenance.

8/21/14