

# **Mount Gilead Exempted Village Schools**

## **Facility Use Plan**

Adopted  
September 9, 1998

Revised 8/18/2015

## MOUNT GILEAD EXEMPTED VILLAGE SCHOOLS

This Facility Use Plan is to be used for activities or events which are short term or for a duration of four months or less.

Events or activities of a longer term will be reviewed and decided upon separately with the Board of Education on an individual, case-by-case basis.

In cases of urgent necessity or in an emergency, school activities may need to take precedence over outside groups. This may require rescheduling and/or cancellation.

### Priorities for Use of Facilities on Availability

Facilities shall be assigned according to the following priority rankings:

- Group I      School groups participating in co-curricular activities:
- Examples: Theater, band, choral groups, interscholastic athletics, clubs related to curricular activities, student government, supervised recreation activities.
- There will be no charge if school district personnel are already on duty.
- Group II      Nonprofit groups whose activities are student-related:
- Examples: scouts, 4-H, community youth athletic programs, school support groups, booster groups, PTOs, and state athletic functions.
- There will be no charge if school district personnel are already on duty.
- Group III      Broad interest, nonprofit community groups whose benefits go to charity, local projects, or schools:
- Examples: adult community, civic/service, churches, Mount Gilead alumni groups, **recreational adult programs**.
- There will be no charge if school district personnel are already on duty, unless required for operation of facility.
- Group IV      Individual or community groups, with benefits going to the organization or individual:
- Examples: **For profit organization, business/industry, non-community business, private or parochial schools**.
- Charges will be based upon the Board of Education approved rate.

## USE OF SCHOOL FACILITIES

The Board of Education ("Board") encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes or put a financial strain on the district. Therefore, specific regulations have been established.

The basic purpose of public school facilities is to provide the youth of the community a sound education program. However, the Board may grant use of school facilities upon payment of the prescribed fee, and subject to regulations, permit the use of school facilities for other Board-approved purposes.

### Conditions Governing Use of School Facilities

1. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.
2. The applicant agrees to assume responsibility for all liabilities arising incident to the occupancy of building or grounds use, it being understood and agreed that the school district assumes no obligation regarding the use of such premises. The Board retains the right to require proof of insurance of the applicant.
3. Contracts will be issued for specific areas of a building or grounds. It shall be the responsibility of the applicant to ensure that the remainder of the building is not entered or used.
4. The applicant shall assume responsibility for securing police protection and/or traffic control when in the school district administrators' opinion such police attendance is necessary, with costs borne by the applicant.
5. The applicant shall be responsible in case of loss of or damage to school property as a result of the reservation. Reimbursement to the school district is mandatory.
6. Alcoholic beverages, unauthorized drugs, profanity, tobacco products, and gambling are prohibited on school property. Smoking is prohibited at all sites within the district. Users of facilities must comply with the state and local fire and safety regulations.
7. The maximum length of any school facility usage agreement will be four (4) months unless arranged between the Board and the other party.
8. Cancellations shall be made through the Administrator in charge of scheduling. In case of cancellation, the applicant will be responsible for any costs to the school district of its personnel prior to the cancellation.
9. A deposit payable to the Mt. Gilead Board of Education covering the facility fee must be required in advance. Payment due in full upon completion of usage agreement to the Treasurer located at the Mount Gilead Board of Education offices. Invoices will be sent and payment is required. Failure to pay promptly could affect future facility use by user.
10. The Mount Gilead Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and appropriate uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.

11. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization, group, or individual.
12. In regard to adult recreational activities, only the group given approval to use the gym may be in attendance. It is the responsibility of the applicant who signed the application to police this rule.
13. Spectators are welcome to attend youth and student activities, and are also welcome to attend interscholastic contests held at Mount Gilead by private or other public school districts. Spectators are expected to remain in the immediate area in which the event is taking place. Foul language and disruptive behavior are unacceptable, and spectators could be subject to removal from school property.
14. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations or holidays, unless approved by the building administrator. There may be extra custodial charges for this.
15. When a school activity runs late, the in-coming group must wait patiently for its conclusion. Harassment of the activity by persons of the in-coming group may cause cancellation of approval to use the facility.
16. All equipment is to be put back exactly where it was located prior to the activity, and the area used must be left clean.
17. Failure to follow all of these regulations may result in immediate loss of facility use.
18. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor should not be worn or used in any building.
19. The sponsor, applicant chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another person.
20. Buildings will not usually be used for recreation by outside groups on legal holidays.
21. No group will, under any circumstances, tamper with any electrical or heating controls.
22. Use of the varsity gym will be determined by the school administration.
23. School-sponsored student groups must have a teacher, advisor, or approved adult coach present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent or their designee.
24. Final group determination will be made by the Superintendent of Schools and/or the District Athletic Director.

## FACILITY USE COSTS

	NO CHARGE	SCHOOL SUPPORT GROUPS BOOSTER/PTO'S	CHURCHES	NON-COMMUNITY BUSINESS NON-PUBLIC SCHOOLS
	FEE	UTILITY AND PERSONNEL FEES	UTILITY PERSONNEL, & FACILITY FEES	UTILITY PERSONNEL & FACILITY FEES
<b>FACILITY</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE*</b>
CLASSROOM	NO COST	NO COST	NO COST	\$30/USE
EDISON GYM	NO COST	NO COST	NO COST	\$40/USE
BUILDING 4 GYM	NO COST	NO COST	NO COST	\$40/USE
PARK MULTI-PURPOSE	NO COST	NO COST	NO COST	\$60/USE
CHERRY ST. GYM	NO COST	NO COST	NO COST	\$40/USE
VARSITY GYM	NO COST	NO COST	NO COST	\$95/USE
KITCHEN(S)	NO COST	NO COST	NO COST	\$40/USE
CAFETERIA(S)	NO COST	NO COST	NO COST	\$40/USE
TRACK	NO COST	NO COST	NO COST	\$40/USE
BASEBALL/SOFTBALL	NO COST	NO COST	NO COST	\$40/USE
STADIUM	NO COST	NO COST	NO COST	NOT AVAILABLE
PRACTICE FIELD(S)	NO COST	NO COST	NO COST	\$40/USE
AUDITORIUM	NO COST	NO COST	NO COST	\$60/USE
TEACHERS LOUNGE	NO COST	NO COST	NO COST	\$30/USE
COMMUNITY ROOM	NO COST	NO COST	NO COST	\$50/USE
AUDITERIA	NO COST	NO COST	NO COST	\$60/USE
SCHOOL LIBRARIES	NO COST	NO COST	NO COST	\$50/USE
COMPUTER LAB**	NO COST	NO COST	NO COST	\$50/USE
	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>
<b>CUSTODIAN</b>	NO COST	\$25/HR PER	\$25/HR PER	\$25/HR PER
		CUSTODIAN IF NEEDED	CUSTODIAN IF NEEDED	CUSTODIAN IF NEEDED
<b>UTILITY</b>	NO COST	\$20/HR IF NEEDED	\$20/HR IF NEEDED	\$20/HR IF NEEDED

\*Events not to exceed 4 hours. Events lasting 4-8 hours will be billed two times usage fee; 8-12 hours three times usage fee

\*\*Technology representative must be present at all times when using computer lab; a fee of \$30 per hour will be charged.

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Today's Date: \_\_\_\_\_  
What group or organization do you represent? \_\_\_\_\_  
Is this a profit making venture? \_\_\_\_ Yes \_\_\_\_ No  
For what purpose are facilities being requested? \_\_\_\_\_  
Facility requested: \_\_\_\_\_

What building: \_\_\_\_ MGHS \_\_\_\_ MGMS \_\_\_\_ Park Avenue Elementary  
Equipment needed (Tables, chairs, TV, VCR, screen, etc.): \_\_\_\_\_  
(Please attach special instructions to this form)

\*Additional technology equipment to be approved with Superintendent and Technology Director with appropriate fee.

Approximate number of participants: \_\_\_\_\_

Date or dates requested: \_\_\_\_\_

Time of event: Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Set-up/Tear-down time needed for event: Set-up \_\_\_\_\_ Tear-down \_\_\_\_\_

Is adult in charge a **Mount Gilead Exempted Village Schools Employee**? \_\_\_\_ Yes \_\_\_\_ No

Is adult in charge a **resident** of the **Mount Gilead Exempted Village Schools**? \_\_\_\_ Yes \_\_\_\_ No

Adult in charge: Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Signature of Adult In Charge \_\_\_\_\_

(This signature indicates receipt of Facility Use Policy rules and responsibilities and promise to comply)

Auditorium Manager: \_\_\_\_\_

Equipment Fee: \_\_\_\_\_

Utility Fee: \_\_\_\_\_

Facility Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Total Charges: \_\_\_\_\_

Custodian on Duty: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: Begin \_\_\_\_\_ End \_\_\_\_\_

Activity Covered: \_\_\_\_\_

Auditorium Manager on Duty: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: Begin \_\_\_\_\_ End \_\_\_\_\_

Activity Covered: \_\_\_\_\_

Deposit Covering The Facility Fee Required In Advance = \$ \_\_\_\_\_

(Please make check payable to the Mount Gilead Board of Education)

Note: School doors will be opened only when both the assigned custodian and the adult in charge are present. Heat or air conditioning in the buildings is not guaranteed.

Approved by Building Principal or Athletic Director \_\_\_\_\_ and/or \_\_\_\_\_ Superintendent

Approved by Director of Operations \_\_\_\_\_

MOUNT GILEAD EXEMPTED VILLAGE SCHOOLS

FACILITY USE PLAN AGREEMENT

1. The applicant assumes and accepts full responsibility for any and all personal liability claims arising from the use of the facility.

“ \_\_\_\_\_ assumes and accepts full responsibility for any and all liability claims arising from the activity, and releases the Mount Gilead Exempted Village Schools and any of its members, officials, or employees from, agrees that the Mount Gilead Exempted Village Schools or any of its members, officials, or employees shall not be liable for, and agrees to indemnify and hold the Mount Gilead Exempted Village Schools and any of its members, officials, or employees harmless against, any loss or damage to property, or any injury to or death of any person, that may be occasioned by any cause whatsoever pertaining to the use of facilities and equipment by \_\_\_\_\_.”

2. The Applicant assumes full responsibility for the replacement or repair of school property damaged or stolen during the period of occupancy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**MOUNT GILEAD KITCHEN USE  
INVENTORY LIST**

The \_\_\_\_\_ (organization) would like to use the  
\_\_\_\_\_ (High School, Cherry Street, or Elementary) kitchen on \_\_\_\_ (Date).

The following items are being requested by the above organization for: \_\_\_\_\_.

\_\_\_\_\_ Pans/Lids                      What types & how many: \_\_\_\_\_

\_\_\_\_\_ Utensils                      What types & how many: \_\_\_\_\_

\_\_\_\_\_ Freezer Space

\_\_\_\_\_ Refrigerator Space

The organization above will be responsible for replacing damaged or misplaced equipment.

**Please contact the cafeteria supervisor within 2 weeks prior of the event to discuss the items requested.**

**You are NOT permitted to use any of the commercial grade kitchen equipment (ovens, steamers, serving tables, heat carts, dishwashing machine, registers, etc.).**

By signing I agree to all terms and conditions of this agreement herein. No other terms and conditions will be considered a part of this agreement unless expressly agreed upon in writing and signed by both parties.

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Mindy Delp, Cafeteria Supervisor/HeadCook  
419-946-1646 ext. 1021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operations Manager

\_\_\_\_\_  
Date