



PERMIT FOR USE OF SCHOOL FACILITIES

You have been granted the use of \_\_\_\_\_ school on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ for the purpose stated above in accordance with the conditions as signed by you on the above application. The following fees will be assessed in accordance with Board Policy 7510.

Facility Fee	_____	_____
	Yes	No
Cook	_____	_____
	Yes	No
Custodian	_____	_____
	Yes	No
Tech. Assistance	_____	_____
	Yes	No

Principal Approval _____	Date _____
Supervisor Approval _____ (Lunchroom)	Date _____
Supervisor Approval _____ (Custodian)	Date _____
Athletic Director Approval _____ (If necessary)	Date _____
Technical Assistance Approval _____ (If necessary)	Date _____
Superintendent Approval _____	Date _____

\_\_\_\_\_ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of, \_\_\_\_\_ (subject of indemnity) whether it be caused by the negligence of indemnitor or the \_\_\_\_\_ Board of Education or either party's agents or employees, or otherwise.

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| Original - Superintendent<br>Copy 1 - Treasurer<br>Copy 2 - Principal<br>Copy 3 - Lunchroom Supervisor<br>Copy 4 - Custodian Supervisor<br>Copy 5 - Athletic Director (if needed)<br>Copy 6- Tech. Assistance (if needed)<br>Copy 7 - Permit Holder |
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Graham Local School District  
Form  
7510 F2

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**7510 - COMMUNITY USE OF SCHOOL FACILITIES**

**General Policies**

- A. The school grounds, buildings and facilities were purchased or erected for the purpose of the educational training of the youth and adult of the Graham Local School District. The use of such grounds, buildings and facilities for those purposes takes priority over any and all other uses.
- B. The school grounds, buildings and facilities are available to any responsible organization or to a group of citizens for educational and recreational purposes as prescribed by Board policies.
- C. Groups and organizations requesting the use of the school grounds or buildings certify to the Board that such use is nonexclusive and open to the general public.
- D. Fees and service charges are paid to the Treasurer of the Graham Board of Education upon receipt of billing after the completion of said use of facilities.

**Fees and Service Charges**

Fees and service charges for the use of school grounds and/or facilities is paid by groups of citizens or organizations in accordance with the following schedule. They are based upon minimal heating requirements and the use of electricity. Personnel service fees are in line with hourly wages currently in effect within the Graham Local School District. The Board reserves the right to alter rental fees as necessary for weekend use of the school facilities since opening the buildings on weekends results in increased costs.

**School-affiliated Groups (PTO, Boosters, Band Parents and Alumni Organizations) and Community Groups Working with Local Community Children**

No rental charge provided:

- A. A reasonable adult is in charge;
- B. A reasonable adult is aided by other adults if the need is indicated by the Graham Local School District; and
- C. Service personnel are paid according to the schedule when these services are rendered.

### Adult Community Groups

Use of classroom	\$10.00
Use of cafeteria, libraries, elementary and Board gyms, or high school room #4	\$20.00
Use of gymnasium (MS & HS), Board Auditorium	\$20.00/hour to a maximum of \$100.00
Use of cafeteria-kitchen combination (Elem. & HS)	\$30.00/hour to a maximum of \$150.00
Use of gymnasium-cafeteria-kitchen combination (Elem & HS)	\$50.00/hour to a maximum of \$250.00
Use of auditeria (MS)	\$50.00/hour to a maximum of \$250.00
Use of auditeria-kitchen (MS)	\$60.00/hour to a maximum of \$300.00
Use of gymnasium-kitchen/auditeria (MS)	\$70.00/hour to a maximum of \$350.00

Plus, service personnel fees in addition (See below)

Use of any facility requires a custodian to be on duty in the building.

Use of a kitchen requires a lunchroom worker to be on duty to supervisor use of equipment.

### Political Groups

No charge is made of a committee representing any candidate for public office or any regularly organized political party for the purpose of holding meetings of electors for the discussion of public questions and issues.

### Prices and Fees for Service Personnel

Technician	Step 10, Custodian Salary Scheduled, plus SERS charge
Cook, for each hour or portion thereof	Step 10, Head Cook Salary Schedule, plus SERS charge
Custodian, for each hour or portion thereof	Step 10, Custodian Salary Schedule, plus SERS charge

*Custodian shall not be paid for services during his/her regularly assigned hours, provided the group is an approved school group (PTO, school carnival, etc.) and does not leave any additional work such as set-up, clean up, or tear down of area.*

### Arrangements for Renting Facilities

- A. Contact the Superintendent's office, at least two (2) weeks prior to the event, if possible, to secure and complete the necessary application form.
- B. Requests from groups based outside of the geographic area of the Graham Local School District must be received four (4) weeks in advance of the event and receive Board approval.

### Rules and Regulations

Form 7510 F2

Groups granted permission to use or rent Graham Local grounds and/or facilities conduct their functions in accordance with these regulations as established by the Board.

- A. Buildings may not be available during the month of August.
- B. All applications for the use of school premises are referred to the Superintendent or the Superintendent's designee.
- C. Requests for the use of buildings should be made at least two (2) weeks before the date on which the facilities are to be used. Cancellation of permits must be made not less than forty-eight (48) hours prior to the commitment. Permit holders are held responsible for charges if cancellation is not made at least forty-eight (48) hours in advance.
- D. In the event of conflict on dates, all school functions are given priority.
- E. All permits are issued for specific rooms in buildings. It is the responsibility of the permit holder to see that the remainder of the building is not entered.
- F. Only Graham Local Schools' service clubs and service organizations within the Graham Local School District are permitted to sponsor activities for fund-raising (profit-making) purposes.
- G. Other Graham Local School District organizations may give dances or parties for social purposes only.
- H. Each organization must provide adequate adult supervision for any activity it sponsors.
- I. Police protection is provided by the sponsoring organization when deemed advisable by school authorities or the sponsoring agency.
- J. Rental rates cover only the facilities listed. There is an extra charge for additional personnel or facilities requested after the reservation and issuance of the permit. For example, rental of an auditorium does not include adjacent classrooms, equipment from other rooms, or technicians to operate sound or lights. Rental of any part of a building does include use of restroom facilities.
- K. When school kitchens are used for preparation of meals, the head cook or other designated school personnel must be present and assume general supervision of school equipment. The fee for this service must be paid by the user according to the established rates.
- L. The Board is not responsible for any injuries or claims from participants or those in attendance. **Proof of liability insurance may be required. The permit holder is required to complete accident reports of any accidents that take place during the facility use.**
- M. The permit holder agrees to assume responsibility for all liabilities arising incident to the use of building or property of the Board, it being understood and agreed that the Board assumes no obligation respecting the use of such premises.
- N. Special equipment such as projectors, spotlights, public address systems, etc., may be available. The use of such equipment requires a school operator and personnel costs will be charged.

- O. Smoking within the building is prohibited. **No open flames are allowed without permission of the State Fire Marshall.**
- P. No intoxicating beverages nor narcotic drug or other controlled substance as defined by the Ohio Revised Code is permitted on the school grounds or in the buildings.
- Q. Any individual under the influence of alcohol or narcotic drug or other controlled substance is not permitted on school grounds.
- R. Any organization or group of citizens to whom the school facilities have been made available assumes full responsibility for both the conduct of all who use such grounds and facilities and for the proper care of the buildings and equipment.
- S. All property destroyed or damaged is replaced or repaired at the expense of the organization. Damages are paid by the group using or renting the premises upon receipt of a bill for the same.
- T. Willful destruction of school property is cause for refusal of future use of school property.
- U. Violation of any of the foregoing regulations is cause for refusal of future use of school property.

I have read and agree to the terms set forth in these guidelines for use of Graham Local Schools facilities.

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Signature of Permit Holder

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Date