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Graham Local Schools
Facility Use and Rental Guide

TABLE OF CONTENTS

FOREWORD **1**

PROCEDURES FOR OBTAINING A RENTAL PERMIT **1**

FACILITY RENTAL PROGRAM **2**

PERMIT RESPONSIBILITY 2

USE OF FACILITIES 2

PRIORITY 3

FINANCIAL CHARGES FOR USE OF FACILITIES 3

BUILDING RESPONSIBILITY 4

SAFETY AND LIABILITY 4

PUBLIC CONDUCT ON DISTRICT PROPERTY 4

SPECIAL SERVICES 5

EQUIPMENT USAGE 5

RENTAL TIME 5

GYMNASIUMS 5

HIGH SCHOOL STADIUMS 5

RENTAL GROUP CATEGORIES **6**

GROUP A **6**

GROUP B **6**

GROUP C **6**

GROUP D **6**

ATHLETIC FACILITY USE FEES **7**

PERSONNEL FEES **7**

ATHLETIC FACILITY RENTAL RULES AND CONDITIONS **8-9**

FOREWORD

The rental program of the Graham Local Schools facilities is provided as a community service. The intent of Graham Local Schools is to make facilities available to the public when such use does not conflict with the instructional or school-related activities of the schools.

The program must be operated within a framework of economically sound business principles. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance so that no funds are taken away from the educational program to subsidize the rental program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, and to enjoy them as taxpayers and citizens of this community.

PROCEDURES FOR OBTAINING A RENTAL PERMIT

1. Facility Use Requests must be submitted through the online Facility Request Website.

2. The completed contract and a signed Hold Harmless document must be completed online and submitted to the District Support Center at least two weeks before the rental date.

GRAHAM LOCAL SCHOOLS
ATHLETIC DEPARTMENT FACILITY
RENTAL PROGRAM

PLEASE READ CAREFULLY

We encourage all potential renters of school facilities to read this booklet carefully to familiarize themselves with the rules and regulations governing the rental of facilities. Reading the booklet might eliminate misconceptions about procedures and questions about unexpected fees.

PERMIT RESPONSIBILITY

The group or organization using the district facilities shall hold harmless the members of the Graham Local Schools' Board of Education and all school employees from any loss and or damage over and above ordinary wear, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person completing the Facility Use Request is the responsible representative of the renting group or organization and assumes these risks and liabilities in the name of the group or organization.

The completer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

Through their completer, the renting organization guarantees the payment of all fees as listed on the contract and/or contained in this booklet to Graham Local Schools.

USE OF FACILITIES

As a community service, Graham Local Schools offers certain facilities within the various schools for the residents of the Graham Local School District, community groups, and local organizations to utilize.

PRIORITY

The requirements of the regular school program shall receive primary consideration in the use of the facilities. School-related organizations, such as athletic teams, band, choir, cheerleaders, PTA, PTO, Booster groups, etc., shall have priority over non-school related organizations. Non-school related organizations include, but are not limited to: established organizations (e.g., Scouting groups, church groups not having their own facilities, and charity groups), and outside groups or organizations not sponsored by school district residents, municipalities within the school district, or Board of Education.

FINANCIAL CHARGES FOR USE OF FACILITIES

Graham Local Schools' intent is for facilities to be available for community activities at a nominal fee. However, that fee must cover the costs of salaries and overhead. General fund monies are used to provide a quality education for the students of the school district should not be used to subsidize the rental of school facilities.

The Graham Local Schools' Board of Education has established a fee schedule for the use of School Facilities. Fees for the use of School Facilities shall be in accordance with this fee schedule or as determined by the Director of Operations.

- Graham Local Schools reserves the right to request payment of estimated fees in advance. In all other cases, final payment will be made to the District Support Center within ten (10) business days after the invoice date.
- Notice of cancellation must be received through the Facility Use Site five (5) calendar days prior to the rental. A processing fee of twenty percent (20%), plus any costs incurred, will be assessed for a late notice.
- In the event that payment for fees, rentals, seminars, etc., is made by check and said check is returned for insufficient funds, closed account, or other similarly related circumstance by the respective financial institution, the District will make every reasonable effort to obtain indemnification.

Periodically, Graham Local Schools shall evaluate fees for the use of the facilities, and a fee schedule shall be subsequently recommended to the Board of Education. Charges for school personnel shall be based on the appropriate rate of pay (including benefits, and other required payroll expenses) for persons in the respective job classification (custodian, security, groundskeeper, event workers, etc.) whenever extra pay for school employees is required as a result of the use.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

The fee structure will be made available as a part of the rental application available on the Graham Website. The Superintendent or Director of Operations shall have the authority to waive or reduce any fee for any community, city, or school-sponsored group or organization if there are appropriate circumstances, which warrant such consideration.

BUILDING RESPONSIBILITY

The school building contact is the building Principal for educational facilities or the Athletic Director for all athletic facilities or his or her designee until 6:00 p.m., or until he or she leaves the premises. After 6:00 p.m., the school custodian is the contact for the building. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent facilities apart from any agreed upon setups.

SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision and liability insurance if the district determines the activity or crowd warrants it.

Where insurance is required for facility rentals, the renting organization must provide a public liability policy of not less than $1,000,000 single-limit liability. A certificate of insurance is to be issued to the Graham Local School's Board of Education, with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board.

PUBLIC CONDUCT ON DISTRICT PROPERTY

Members of the public are welcome and encouraged to visit school grounds and facilities. However, in order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

No person on District property may assault, strike, threaten, menace, or use improper, indecent, or obscene language toward a volunteer, teacher, instructor, athletic official, other employees of the schools, or students, including but not limited to any person engaged in the conduct of school-sponsored business or activities.

No person will disrupt or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate principal.

SPECIAL SERVICES

Groups requesting custodial, security, grounds keeping or other event personnel services may be charged at the prevailing hourly rate for school personnel.

EQUIPMENT USAGE

Groups requesting the use of technical equipment such as scoreboard or p.a. system must have a trained school technician operating the equipment.

School owned audio-visual equipment may not be used by groups renting facilities unless such equipment is specified in the contract and a qualified person is used to operate the equipment.

RENTAL TIME

The rental rate begins when the building is opened for the renting group as specified in the contract. The fee shall end when all attendees have left the building at the end of the event. No rental will be allowed after 10:00 p.m. without special permission from the Director of Operations or Athletic Director. It is important to state accurately the desired rental time and any additional services in the contract request to avoid unnecessary misunderstandings.

GYMNASIUMS

School gymnasiums are rented for large group programs, sport practices and athletic events. The Athletic Director or his or her designee (high school and middle school gyms) and building principal must approve the use of the gym. A request to use the p.a. system or scoreboard must be noted on the rental application. If permission is granted to use the p.a. system and/or scoreboard, a trained operator will be required, if the organization does not have a trained operator, a Graham Local Schools' Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

HIGH SCHOOL STADIUMS

The rental of any high school stadium or outside athletic facility must be scheduled through the Facility Use Website. The athletic director and building principal must approve the use of these facilities. Stadium rental fees include the use of lavatory facilities and the press box. Concessions are not included in the stadium rental.

A request to use the p.a. system or scoreboard must be noted on the rental application. If permission is granted to use the p.a. system and/or scoreboard, a trained operator will be required, if the organization does not have a trained operator, a Graham Local Schools' Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

RENTAL GROUP CATEGORIES

GROUP A
Definition: a non-profit school-related/service group whose activities are student-related.

Examples: PTO Groups, School Booster Groups, Inter-school Clubs, etc.

GROUP B
Definition: non-profit community groups whose benefits go to charity, community projects, or schools. Youth activity and sport groups must have no less than 90% participation of youth who reside in the Graham Local School District. Graham Youth Sports Clubs in this group do not have a tryout and are open to all youth who are residents within the Graham Local School District.

Examples: Graham Youth Sports, Religious Groups within the Graham District, Service Groups, Municipal Groups, and Senior Citizen Groups.

GROUP C
Definition: Sport groups/activity groups that are select or exclusive through tryouts or application processes.

Examples: Traveling Sports Teams, Select Teams, AAU

GROUP D
Definition: for-profit/commercial/non-resident individuals.

Examples: Business, Industry and Professional Groups.

HOURLY FACILITY USAGE FEES

(Hourly rates, 2-hour minimum, maximum 10 hours charge for full day)

Facility	Group A & B	Group C	Group D
GHS/Dallas Stadium w/lights	$100	$150	$300
GHS/Dallas Stadium without lights	-0-	$50	$100
GHS Athletic Building	-0-	$10	$25
GHS Baseball Field	-0-	$10	$25
GHS Softball Field	-0-	$10	$25
GHS Practice Field	-0-	$10	$25
GHS Large Gym	-0-	$15	$30
GHS Aux Gym	-0-	$10	$25
GHS Cafeteria	-0-	$10	$25
GHS Kitchen	-0-	$15	$30
GMS Stadium	-0-	$15	$30
GMS Practice Field	-0-	$10	$20
GMS Auditeria	-0-	$25	$50
GMS Kitchen	-0-	$15	$30
GMS Gym	-0-	$10	$20
GMS Commons	-0-	$10	$20
GMS Wrestling Room	-0-	$10	$20
GES Gym	-0-	$10	$20
GES Cafeteria	-0-	$10	$20
GES Media Center	-0-	$10	$20
Classroom	-0-	$5	$10
Parking Lot	-0-	$5	$10

THE RIGHT TO REJECT ANY GROUP IS RESERVED BY THE DIRECTOR OF OPERATIONS, ATHLETIC DEPARTMENT OR ITS DESIGNEES.

PERSONNEL FEES

Custodian	Actual Cost of Personnel
Cook	Actual Cost of Personnel
Technician	Actual Cost of Personnel

Custodians shall not be paid for services during his/her regularly assigned hours, provided the group is classified as a school-related group and does not have to leave their regular duties to do additional duties such as set-up, clean up, or tear down of the area. Non-profit and commercial profit groups will pay for actual custodial rates for all hours buildings are used.

GLS FACILITY RENTAL RULES AND CONDITIONS

1. The Graham Local Schools' Board of Education reserves the right to reject or cancel any contracts or permits for any reason.
2. The rental of any facility is granted on the condition that if needed for school functions on any of the dates granted, their permit holder agrees to forego its use on such dates provided the permit holder is notified 24 hours in advance of the rental date.
3. A completed Application for Facility Use form must be submitted at least two weeks prior to the date of the event through the Facility Use Website.
4. The person signing the contract will be required to complete and agree to a hold harmless clause releasing the Board of Education from any liability during the rental. This clause will be included in the rental agreement online.
5. The person submitting the facility use request as the responsible party for a facility rental must be present at the event.
6. The Graham Local Schools reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property, and the general welfare of the community, including the cancellation of any permit.
7. The Director of Operations, building principal or Athletic Director may make additional regulations governing the use of the building or facilities.
8. The permit holder agrees to abide by the State and local Code of Laws in using the facilities and to prohibit any unbecoming conduct within the facilities or on the grounds. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities. He/she further agrees that the character of activity will conform to that stated on the rental agreement.
9. No group, which limits membership in or attendance at its activities on the basis of race or color, shall be permitted to rent school facilities.
10. The permit holder/group renting the facility is responsible for providing adequate adult supervision. The building will not be open until adult supervision is present. Children, when not accompanied by parents or other adult supervision, will not be permitted in the building.
11. No group is admitted without a permit, and only at the time stated and with proper supervision.
12. The organization or individual renting the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
13. No drinking of intoxicating beverages or illegal use of drugs is permitted on the school premises. Violators will have their contract immediately terminated and shall be subject to disciplinary action by local law enforcement officials.
14. There will be no smoking in the buildings or on grounds during the rental period.
15. Any decorations used in the building must be flameproof. Lighted candles or flames are not to be used within the school facility.
16. Nails, screws, or tape on painted surfaces shall not be used to fasten anything to the walls.
17. The district may require, in advance, the permit holder to provide parking attendants, police and/or fire supervision if they feel the crowds or programs warrant it.
18. The district requires the permit holder to carry liability insurance.
19. All permits will be issued for specific rooms or areas, and it shall be the responsibility of the responsible party from the renting organization to see that the remainder of the building is not entered or disturbed.
20. The facility rented will be cleaned and rearranged for school use before the next school date, or within 12 hours, whichever is less. An additional charge will be made for non-compliance unless a custodian is scheduled for this responsibility.

21. Time of occupancy will end at 10:00 p.m. (Monday-Friday) unless the permit indicates that prior arrangements have been made with the school administration.
22. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, normal cleanup, and putting the room in order for regular use. The permit holder will be charged for custodial time incurred to restore room to normal state.
23. The custodian may loan no school equipment unless prior approval has been obtained from the principal or Athletic Director in writing.
24. The custodian of the building shall enforce the rules and regulations of the Board, and/ or shall report infractions to the director of operations, building principal or Athletic Director.
25. All fees must be paid within 30 days of the invoice date.
26. Gym: Only gym or athletic shoes are permitted on the gym floors. Only participants with adequate supervision shall be in the gym.
27. Athletic Fields: Pets are not permitted on the athletic fields or in the track area.
28. Security: Necessary security personnel will be assigned by Graham Local Schools and paid for by the renter. Security equal to the normal number of security personnel assigned to similar Graham events is expected. Security will be assigned by the Graham High School Athletic Director.
29. Game Equipment: All marking equipment and a U.S. flag necessary to conduct a game will be provided by Graham High School.
30. Locker Rooms: Locker rooms may be available for dressing facilities upon request.
31. Concession Stands: All concession activities must be arranged through the Graham Athletic Director.
32. Scoreboards Dallas Stadium: The cost of any additional personnel needed for running the scoreboard will be the responsibility of the renter.