



UNION-SCIOTO LOCAL SCHOOL DISTRICT

1565 Egypt Pike ♦ Chillicothe, OH 45601-3974 ♦ (740) 773-4102 ♦ Fax: (740) 775-2852 ♦ www.unioto.org

"Today's Learners, Tomorrow's Leaders"

BUILDING AND GROUNDS REQUEST FORM

The Union-Scioto Local School Board has adopted a policy (7510) governing the use of school facilities and grounds. The completion of this form will make it possible for school officials to make adequate arrangements to use the facilities. An application to use school buildings and grounds should be completed and filed with the District at least two weeks prior to the date for which the request is made. If the request is approved, a contract will be issued and returned to you.

Date: _____

Name of Organization: _____

Type of Organization: School Group School Support Group Service Group Other

Name of Person Responsible: _____

Address: _____

Date Requested for School's Use: _____ Time Opening: _____ Time Ending: _____

Facilities Desired:

Elementary

Classroom

Media Center

Lunchroom

Gymnasium

Other _____

Middle School/High School

Classroom

Media Center

Auditoria

Gymnasium

Other _____

Grounds or Athletic Fields Describe: _____

Administrative Office

Classroom

Gymnasium

Other _____



UNION-SCIOTO LOCAL SCHOOL DISTRICT

1565 Egypt Pike ♦ Chillicothe, OH 45601-3974 ♦ (740) 773-4102 ♦ Fax: (740) 775-2852 ♦ www.unioto.org

"Today's Learners, Tomorrow's Leaders"

I, as the signing person, hereby agree to abide by all the Union-Scioto School Board policies and school rules and regulations as delineated on the attached sheets. I also agree that the group named hereupon shall pay for all fees, personnel costs, and any and all damages to any school property accessible to the group while the group is using the District's facilities. I also agree that the group named hereupon agrees to indemnify and HOLD HARMLESS the Union-Scioto Local Board of Education and their agents and employees from liability, claims, damages, or costs, for, or arising out of the group's activities whether it be caused by negligence of the group or the Union-Scioto Local Board of Education or either party's agents or employees, or otherwise.

Signature: _____ Date: _____

(FOR SCHOOL USE ONLY)

Date: _____

Request Granted

Request Denied

Reason for Denial: _____

Signed by: _____ Date: _____

Personnel Needed:

(Office Use Only)

Custodian

Charge

No Charge

Cafeteria Personnel

Charge

No Charge

Other: _____

Charge

No Charge



"Today's Learners, Tomorrow's Leaders"

Schedule of Charges for Facility Use

	School Groups	School Support Groups	Service Groups	Other Nonprofit	Other Profit
Classrooms	0	0	0	\$25.00	\$50.00
Media Center	0	0	0	\$25.00	\$50.00
Lunchrooms	0	0	0	\$25.00	\$75.00
Auditeria	0	0	0	\$50.00	\$100.00
HS Commons	0	0	0	\$25.00	\$75.00
Admin Gym	0	0	0	\$25.00	\$50.00
Elementary Gym	0	0	0	\$50.00	\$100.00
MS Gym	0	0	0	\$50.00	\$100.00
HS Gym	0	0	0	\$50.00	\$100.00
Athletic Fields & Grounds	0	0	0	\$50.00	\$150.00

Group Definitions

School Group: Any group or activity directly connected with a school program, sponsored by the school and under the supervision of a school employee. It is an activity for which the school system assumes responsibility.

School Support Groups: An activity sponsored by an organization that exists to benefit and use their funds to support and promote a school program. Examples: PTO, Boosters.

Service Groups: An organization devoted o civic enterprise, but not necessarily dedicated to school improvement, that uses the building for civic activity. Examples: Boy Scouts, Girl Scouts, Kiwanis, PeeWee Basketball, PeeWee Football.

Other Nonprofit: Outside groups using the buildings or grounds not for profit.

Other Profit: Outside groups using the buildings or grounds for profit.



"Today's Learners, Tomorrow's Leaders"

Fees for Use of School Facilities

School Groups: No charge when there is a staff member on duty.

School Support Groups and Service Groups: Usually there will be no charge unless an activity creates additional staff time beyond regular work hours: it will be the responsibility of the group to pay for that charge.

Other Groups: Will be charged per the chart on page 3 of this document. In addition, if an activity creates additional staff time beyond regular working hours, it will be the responsibility of the group to pay for that charge.

Fees are to be paid at the Treasurer's Office and the check should be made payable to the Union-Scioto Local School District.

Custodial and Lunchroom Employee Fees

Note: School Groups will not be charged for a custodian if one is on duty. All other groups may be charged even if there is a custodian on duty if their needs cause an excessive amount of extra work.

Custodial Fee: Custodial fees will be 1.5 times their hourly rate except on Sunday and Holidays when it will be 2 times their hourly rate. All time will be documented on a Time Sheet and submitted to the Treasurer by the employee providing services. No payment is to be made to any individual for service rendered other than by the Time Sheet.

Lunchroom Employee Fees: Lunchroom employees fees will be 1.5 times their hourly rate after they have worked more than 8 hours in the day and 2 times their hourly rate on Sunday and Holidays. All time will be documented on a Time Sheet and submitted to the Treasurer by the employee providing services. No payment is to be made to any individual for services rendered other than by Time Sheet.

Rules and Regulations for Use of School Facilities

1. **Completion** of the facility use form must be done **2 weeks prior** to the anticipated the use of the facility. **Cancellation** must be submitted **not less than 24 hours prior** to the event.
2. School activities will be given preference.
3. The use of illegal drugs or alcohol on school premises is prohibited.
4. Smoking within school buildings or on school grounds is prohibited.
5. The building will not be open until designated adult supervision is present.
6. Kitchen facilities are not available to groups unless an assigned lunchroom employee is in attendance during such use.

Board approved February 8, 2010.