

# Columbus City Schools

## Bylaws & Policies

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### **7510 - COMMUNITY USE OF DISTRICT PREMISES**

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

Although the basic purpose of District premises is to provide the students of this community a sound education program, the academic mission of the District is not achieved until the District's premises are made available to the public to serve the entire community. To accomplish this objective, when District facilities or grounds are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable District policies and administrative regulations, permit the use of District premises for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes. It is the Board of Education's policy to not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status. This policy is applicable to the use of all District premises.

The Superintendent or designee shall develop administrative guidelines for the use of District premises. Such guidelines shall include, but not limited to the following:

- A. A schedule of rental rates including but not limited to equipment fees, damage fees, room set-up fees, room breakdown fees, and deposit fees based on the actual staffing and operational costs incurred by the District due to the use, the type of organization requesting the use, whether the organization is affiliated with the district or not, and whether the organization can prove the ability to pay.
- B. A definition of gated events and a schedule of rental rates that will apply to uses meeting the definition.
- C. A requirement to establish a process for determining that an organization will not be charged a rental rate or fees due to the type of organization requesting use.
- D. A requirement for evidence of liability insurance by the applicant.
- E. A requirement for applicants to specify in the application the need for use of school equipment for a fee.
- F. A requirement for the applicant to indemnify the district for any damage caused to the District's premises or possible equipment by the applicant

or those attending the applicant's event.

- G. A requirement for security and safety plans approved by the District's Director of Safety and Security including the proper use of chaperones or security officers during use of the premises.
- H. A requirement to make District premises, if available, to the appropriate authorities for the purpose of preparedness or response and recovery activities during times of disasters or emergencies upon the approval of the superintendent or designee.
- I. Guidance for principals in making the decision to grant use of District premises and the storage of applicant property in school premises.
- J. A requirement to specify whether District premises will be available for weekend use in the event of a calamity or other emergency that affects the opening of the premises.
- K. Guidance for the use of District premises during the summer and holiday breaks when schools are not in session. This guidance will also include directions on the collection of fees by District staff hosting or monitoring such events.

## **Public Conduct Expectations**

The Board of Education views our District premises as community assets for the enjoyment and use of the entire community. These community assets must be protected and maintained to serve the long term needs of the community and our students. Therefore, the use of such District premises carries a tremendous responsibility to make sure the use of District premises are according to the following public conduct expectations:

- A. It is the responsibility of the applicant representing the group or organization using the premises to ensure that the participants and spectators adhere to the regulations and procedures of the premises use policy, including the requirement to stay out of unauthorized areas.
- B. It is the responsibility of the applicant representing the group or organization to ensure that the content and/or presentation are consistent with Board policy. If in dispute, the Superintendent/designee will decide on the appropriateness of the activity/program.
- C. All persons on the premises are required to abide by all applicable Board policies and local, State, and Federal laws; including but not limited to anti discrimination, tobacco free, alcohol free, weapons free, drug free, and appropriate behavior policies and laws.
- D. No person may disrupt, disturb, or interfere with the teaching of any

class of students or any other activity conducted on the premises.

- E. The Board will cooperate in any criminal prosecution that results from a violation of this policy.

All District officials are authorized to request any applicant or applicant guest to refrain from engaging in behavior that violates the public conduct expectations. Anyone violating the public conduct expectations for the use of District premises will be asked to refrain from such conduct or may be asked to leave the premises. If the person refuses to vacate District premises as requested or to refrain from conduct in violation of the public conduct expectations, law enforcement shall be called and legal action may be taken. If a student is involved in a violation of the public conduct expectations, the appropriate building principal will be notified and further disciplinary action may result. Violations and violators will be added to the District's infractions list and the infractions list will be used to determine future requests by the applicant. Repeated violations may result in a recommendation by the Superintendent or designee to prohibit an individual from entering District premises.

### **Conditions Governing the Use of School Premises**

- A. With the exception of vacant buildings, an employee of the Board must be on duty whenever the premises are used by an organization or group. The District may require a District official to be present during the use of vacant school facilities or grounds.
- B. Storage space is limited in the District's premises. Any items granted permission by the authorized administrator to be left in District premises are at the applicant's risk. The District will not be responsible for items left in storage, in District premises. This provision also applies to property left on District premises by the applicant or applicant guests.
- C. District equipment is not available to applicants without the written approval of the Director for the department responsible for the equipment and the payment of the appropriate fee in the community use fee schedule. The applicant upon approval of the request to use District equipment agrees to indemnify the District for any damage to District equipment used by the applicant or the applicant's guests.
- D. District premises may be used for gated events which will be reviewed on a case by case basis by the community use committee and receive the superintendent's approval according to the District's administrative regulations. Use applicants approved by the committee will pay a fee outlined in the administrative regulations.
- E. No District premises will be used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
- F. No District premises may be used for any form of gambling

- G. Out-of-school groups may not begin with their preparation for activities until the time identified on the approved application.
- H. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be canceled or postponed. The applicant must notify their members and guests of the cancellation. Applicants must contact the building administrator to inquire about the possibility of rescheduling the dates and submit a new use application.
- I. District premises may be used by outside groups on Sundays or legal holidays with restricted hours and any other possible constraints such as employee availability to open and supervise facilities.
- J. No group will, under any circumstances, tamper with any electrical or heating controls.
- K. The District's kitchens will not be used by any group unless applicants state in the application that they have a need for such services and arrangements are made with the Director of Food Services to have one of the regular food service employees present in a paid capacity.
- L. The District's athletic equipment will not be used by any group unless applicants state in the application that they have a need for such services and arrangements are made with the Director of Student Activities.
- M. There should be no expectation of snow/ice removal associated with the District's premises rentals.
- N. The Board assumes no responsibility for property left on the premises by the applicant or other attendees.
- O. All school events will take priority over applicant requests.

## **Premises Use Applications**

The following conditions are to be observed by applicants with an approved application:

- A. Applications signed by the administrator responsible for the premises must be received by the Office of Facility Use and Building Leases at least three (3) weeks prior to the planned activity. The applicant will receive a confirmation which will include the use amount for the requested District premises. Please note that gated events may require a different deadline due to the additional steps in that process – see the administrative regulations. Payment for a single use must be received in

the Office of Facility Use and Building Leases at least two (2) weeks prior to the planned use. For a series of multiple uses, the first month's payment must be received in the Office of Facility Use and Building Leases at least two (2) weeks prior to the planned use. All subsequent monthly payments will be due on or before the first day of each month. If payment is not received by the Office of Facility Use and Building Leases in a timely manner for a series of multiple uses, further use for the remainder of the application will be revoked.

- B. Approved applicants will not rearrange furniture or equipment in District premises without the approval of the administrator responsible for the premises. If an applicant wishes to rearrange furniture or equipment, the applicant must request a room set-up in their application. The District will set up the room and restore the room. Applicants that move District furniture or equipment without being approved through this process will face a District fee.
- C. The placing of posters, placards, or other material on walls or woodwork is prohibited.
- D. Use of computers, copy machines or any other District office equipment is prohibited unless the applicant request permission in the application, receives the building administrator's approval, and indemnifies the District for any damage to the equipment as a result of using the office equipment.
- E. Food may be served only with permission by virtue of a request on the application. The area used must be left as clean as it was before the use.
- F. During regular custodial working hours, services from the custodial staff are to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and to closing up and properly securing the facilities when the organization has left.
- G. When custodial or food service is paid by the using group, service will be requested in addition to the above. In each case, the using group will sign off with the custodian prior to leaving.
- H. Rental and fees must be made by cash, money orders, cashier's checks, or check and submitted to the Office of Facility Use and Building Leases, and signed off to the Office of the Treasurer, Columbus City Schools. All payments must be identified by contract number and paid in full before the next requested use will be approved.

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