

# Use of Facility Checklist

## TO BE COMPLETED AFTER THE EVENT!

Please check off the following items ***at the completion*** of your event for the corresponding areas of use. Once completed the staff member in charge should sign and return this sheet to the office.

### Cafeteria Use

- Empty any used trash containers.**
  - Additional trash bags can be found in the custodial room
- Mop any used areas that may have spills**
  - Mops can be located in the custodial room
- Return Cafeteria Tables to original set-up**

### Gymnasium Use

- Sweep (mop if needed) bleachers if used.
- Empty any used trashcans, replace liners.

### Library Use

- Reposition tables and restack chairs
- Remove and replace any used trashcan liners.

### Kitchen (Use of Serving Line Only)

- Review Directions and Restrictions
  - Any utensils needed should be brought to the event, access to locked drawers cannot be given
  - Dishwasher and Garbage Disposal may not be used.
  - Access to Food Service storage rooms and supplies are not permitted. Federal Lunch programs restrict use of supplies for anything other than lunch/breakfast programs.
- Wipe down all surfaces in any used area
- Sweep floors in used space, mop any spills.
  - Mops can be located in the custodial room
- Remove any food items left in the sink after dish washing is completed.
- Empty any used trash containers and replace trashcan liner.
- Return any pans, bowls, containers may have been used.

### Kitchen (Use of Warmers, Ovens, Etc.)

- Anytime warmers or ovens are used, a school employed cafeteria worker, Principal or Assistant Principal are required to supervise use.
- Trained employees will ensure all equipment is used properly, turned off, cleaned and secured.

**Gallia County Local School District**  
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Name of Group or Individual Requesting: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Start Time: \_\_\_\_:\_\_\_\_ AM PM  
 End Time: \_\_\_\_:\_\_\_\_ AM PM

Lights	Start Time: ____:____ AM PM
Locations Needed: _____	End Time: ____:____ AM PM

Is custodian needed?     Yes     No (If No, review requirement of page 1)

Custodian shall be paid 1 1/2 times the normal rate based on his/her regular salary. Principal shall see if a custodian is available during vacation periods, Sunday and holidays.

Custodian Rate: \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Is deputy needed?     Yes     No

If in the principal's judgment it is necessary, one or more acceptable patrolmen shall be on duty at all activities at the expense of the sponsor. Principal shall call.

Deputy Rate: \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Rental Fee Schedule		
<i>Non-Profit</i>		
	Individual or Group within the building attendance area (non-profit activity)	NO CHARGE
	Individual or Group sponsoring an educational, recreational or cultural activity (non-profit)	NO CHARGE
<i>For-Profit</i>		
	Gymnasium & Cafeteria (\$25/hour)	\$ _____
	Classroom (\$15/hour)	\$ _____
<i>Individual, group, school or nonpublic school sponsoring educational, recreational or cultural activity.</i>		
	Gymnasium & Cafeteria (\$15/hour)	\$ _____
	Classroom (\$10/hour)	\$ _____
<b>Grand Total:</b>		\$ _____

For Office Use: \_\_\_\_\_ Date Recorded on School Calendar

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**Contract for use of Gallia County School Facilities**

To be filled in by the sponsor and signed

\_\_\_\_\_ agrees to indemnify and HOLD HARMLESS Gallia  
(name)  
County Local Board of Education and their agents and employees from all liability, claims, demands,  
damages, or costs, for, or arising out of \_\_\_\_\_  
(individual or group)  
using the \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(area of building) (activity)  
whether it be caused by negligence indemnitor or Gallia County Local Board of Education or either  
party's agents or employees, or otherwise. (Send three copies to the superintendents office)

We have received a copy of the School Board Guidelines governing the use of school facilities and do hereby agree to abide by them.

We understand that the failure to do so will forfeit the permission granted to us.

School employee in charge: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_  
Signature of Individual or Organization Representative

\_\_\_\_\_  
Signature of Responsible School Employee

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature

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**COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)**

**File: KG-R**

The Board encourages the community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

**Conditions Governing Use of School Facilities**

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. Large kitchen equipment, e.g., deep fryers and kettles, is not used by any group unless arrangements are made to have one of the regular food service workers present.
8. There is no smoking in the building.
9. The Board requires groups using District facilities to post a cash deposit to cover any damages or cleanup necessary to any property, equipment or grounds.
10. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
11. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent.

**Permits**

A permit is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant for a permit must assure the Superintendent that the group/organization complies with all regulations and respects the property, equipment and grounds of the school.

A sponsoring organization or group must indicate that it:

1. guarantees orderly behavior;
2. underwrites any damages due to its use of the premises and
3. pays for the use of equipment, property or grounds at the established rates.

The following described activities are those which are permitted in school buildings or on school grounds without charge to the using organization or group. The Superintendent is responsible for approving or disapproving requests for such use.

1. Permits are not required for activities such as school activities on school days which do not require the assignment of overtime to custodial personnel and which do not extend beyond the hour of 6:00 p.m. A permit is not required for the principal's use of the building for such purposes as holding conferences or small group meetings of faculty, parents or students. When the building is used without the services of the custodial staff, the principal is responsible for the care and security of the building.
2. Superintendent's Permit must be issued on a designated form. The following conditions are to be observed:
  - a. Afternoon meetings must end by 6:00 p.m. and evening meetings by 8:00 p.m.
  - b. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
  - c. Permission must be obtained from the principal for the use and re-arrangement of any school equipment or furniture. If such items are to be moved, they are moved by the using organization and replaced in the original location.
  - d. Service from the custodial staff is 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 closing up and properly securing the facilities when the organization has left.

**Processing the Permit Application**

Application forms are available in the office of the Superintendent. The application of a community group for a permit to use a school building or facilities is filed with the Superintendent at least 30 days prior to the date of the proposed use.

After the application is cleared by the principal, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The building principal arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use.