

**PHYSICAL PLANT AND OPERATIONS****FACILITY RENTALS**

The following rules and regulations shall regulate the use of buildings and facilities.

**I. Application**

A. Application for use of the Board of Education's facilities shall be submitted by the sponsoring/renting organization to the principal or designee of the school concerned.

The sponsoring/renting organization must provide certification of a liability insurance policy in the amount of \$1,000,000 and attach such certificate to the application. The application for use of the Board's facilities must include a clause rendering the Ohio County Board of Education harmless.

B. The principal or designee shall complete and sign the application, if approved by the principal or designee.

C. The completed application and attached certificate of liability insurance shall be sent to the Business Manager for approval prior to use.

D. Signed contract copies shall be provided to the applicant, principal or designee, head custodian, and business office.

**II. Regulations Governing Use of Board of Education Facilities**

A. Therefore, school facilities may be used, in accordance with this regulation, for not-for-profit activities that meet the criteria outlined in WV Code. Specifically, those are defined as "a bona fide, not-for-profit, tax exempt, educational, philanthropic, humane, patriotic, civic, eleemosynary, incorporated or unincorporated association or organization or a rescue unit or other similar volunteer community

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service organization or association, but does not include...organization primarily for the purposes of influencing legislation...or...candidate.”

B. Applicant shall be required to provide sufficient supervision as agreed upon by the building principal at the time of contract issuance.

C. Alcoholic beverages and/or illegal drugs are not permitted in the Ohio County Board of Education's facilities or on the grounds.

D. Smoking and other tobacco products are not permitted in the Ohio County Board of Education's facilities or on the grounds.

E. All decorations shall be fireproof and shall be erected in a manner that will not be destructive to school property.

F. Use of materials on floors, walls, or other areas of the facility are prohibited without specific approval of the building principal.

G. Use of electrical equipment is prohibited without specific approval of the building principal.

H. Arrangements for seating or any special equipment shall be made at the time of contract issuance.

I. When admission fees are to be paid, the applicant using the facility shall assume all responsibility.

J. All facilities shall be vacated at a time designated by the Superintendent and the principal.

K. Rental fees and service charges shall be determined in advance. All rental contracts are non-transferable.

L. Reservations shall be cancelled at least 24 hours in advance, or as soon as practicable.

M. The principal reserves the right to require, if

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it should be deemed necessary, that groups using facilities post a cash bond or pay a portion of the rental charges in advance to cover damages that might be done to property, equipment, or grounds.

N. An employee of the Board must be on duty whenever a school facility is used by any group. However, the principal may waive this regulation by assuming responsibility for the care and security of the facility.

O. Private individuals or family affairs will not be permitted. Exceptions to this procedure, such as use of the Wheeling Park High School swimming pool, must be specifically approved by the superintendent or designee.

P. The kitchen equipment will not be used by any group unless arrangements are made to have one of the regular food service employees present or by agreement with the principal.

Q. Permission must be obtained from the principal for the use and rearrangement of any school equipment or furniture. If such items are to be moved, they will be moved by the applicant and replaced exactly in the original position.

R. Arrangements for the use of special equipment, such as projectors, pianos, public address systems, or other equipment belonging to a school, must be made with the school principal at the time the application is filed.

S. The principal will determine what employee assignments are necessary for servicing of each application and will make all necessary arrangements with the employees.

T. Each employee performing services for an applicant will be paid at the rate established for his/her classification, plus any overtime authorized by current wage policy, unless mutually agreeable alternative arrangements are made between each

employee and the principal.

U. No meetings for a secret purpose or for teaching or promoting a theory or doctrine of a subversive nature shall be schedule in any of the Board's facilities.

### **III. Definition of Groups Using School Facilities**

A. School clubs (Drama, Student Council, Science Club, etc.) and organizations (PTA, Boosters, Band Parents, etc.) within the schools may use school facilities for meetings and fund raising, if such use does not create an additional cost to the Board of Education.

B. Service clubs (Lions, Kiwanis, Rotary, etc.), fraternal groups (Elks, Moose, Eagles, etc.), civic groups (League of Women Voters, Chamber of Commerce, YMCA, etc.), charitable organizations (March of Dimes, Muscular Dystrophy, etc.), and youth groups (Boy Scouts, Girl Scouts, 4-H, etc.) may use school facilities if such use does not create an additional cost to the Board of Education. If additional cost is incurred, the club or group shall pay such cost. The above clubs and groups must also provide certification of a liability insurance policy in the amount of \$1,000,000 and sign the application which contains a clause rendering the Board of Education harmless.

C. Other clubs, groups, and organizations that support the schools directly or indirectly may use school facilities if such use does not create an additional cost to the Board of Education. If additional cost is incurred, the club, group, or organization shall pay such cost. The club, group, or organization must also provide certification of a liability insurance policy in the amount of \$1,000,000 and sign the application which contains a clause rendering the Board of Education harmless.

D. Other clubs, groups, and organizations meeting the requirements as specified in Sections I and II of this regulation may use school facilities with an

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applicable rental charge as specified in Section IV of this regulation. If such use creates an additional cost to the Board of Education, the club, group, or organization shall pay such cost. The club, group, or organization must also provide certification of a liability insurance policy in the amount of \$1,000,000 and sign the application which contains a clause rendering the Board of Education harmless.

E. Public meetings may be scheduled by a school principal at no additional cost to the Board of Education. If additional cost is incurred, the applicant shall pay such cost.

F. Requests to use school facilities for profit will be directed to the Board of Education via the Superintendent's office, and the Superintendent shall have discretion to approve or reject such requests. The rental rate will be set by the Board of Education and the rate will be comparable to commercial rates. Any individual, group, or organization using a facility for profit must provide certification of a liability insurance policy in the amount of \$1,000,000 and sign the application which contains a clause rendering the Board of Education harmless.

G. Requests to use the Wheeling Island Stadium or the J.B. Chambers Performing Arts Center will be directed to the Board of Education via the Superintendent's office. The rate will be set by the Board of Education.

### **IV. Rental Rates**

A. Rates and charges for use of Board facilities shall be according to the Rental Rate Schedule. (Regulation 6003.02) This schedule is a part of the application for use of Board facilities and shall be applicable to all organizations.

B. Additional fees may be charged for use of special equipment and services, i.e., projector, projector operator, special janitorial services, setting and removing chairs, etc.

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C. All fees shall be made payable to the Ohio County Board of Education unless additional fees for special equipment and services as described in IV.2 above are required to be paid to the specific school.

**REGULATION REVISED: January 24, 2013**

**REGULATION REVISED: February 28, 2000**

**REGULATION ADOPTED: August 28, 1984**

**OHIO COUNTY BOARD OF EDUCATION**