

**LYNCHBURG-CLAY LOCAL SCHOOL DISTRICT**  
301 E. Pearl Street, PO Box 515 Lynchburg, OH 45  
Phone: 937.364.2338 [www.lclsd.org](http://www.lclsd.org)

**Use of School Facilities Administrative Guidelines**

The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to groups requesting to use district facilities.

Community programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district may provide copies of the district's nondiscrimination policy to all third parties using district facilities.

**Procedures for Use of School Facilities**

Applications for use of school facilities shall be made to the district office. The applicant will contact the district office and complete an application that includes the hold harmless statement.

1. Provide proof of insurance. The insurance policy must name Lynchburg-Clay as additional insured.
2. The superintendent along with the building principal will consider the application and intended use for appropriateness to district guidelines. He/she will consult with the district facilities calendar to determine possible conflicts. Long-term rentals over five (5) consecutive days must be approved by the superintendent.
3. Upon approval, the superintendent will calculate estimated fees, notify the facility renter and send a copy of the "Application for Use of School Facility" form to the appropriate building. NOTE: The fee is due up front or at the time of rental.

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

**1. Youth Related Groups: (Schedule A)**

Includes those organizations whose main purpose is to promote the welfare of boys and girls or to improve the quality of life in the community. Examples are: Boy Scouts, Campfire Girls, PTO, Boosters, service clubs and district youth organizations in which over 50% of the participants are district residents. No fee shall be charged provided that additional staff is not employed to supervise or clean the facilities. There may be a charge for custodial time and/or overtime for rentals that occur outside the normal custodial staffing hours. Those in Group A will receive precedence over other groups.

\*\*As a courtesy to employees specific functions may be approved by the building principal. Requirements such as insurance or custodial services may be required depending on the event. All other rules apply.

## **2. Community and/or Non-profit Groups (Schedule B)**

Include those organizations who might wish to use school facilities for lectures, non community recreation activities, promotional activities, political rallies, entertainment, college courses or other activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate for excess costs incurred, except that such excess charges may be waived when a service club or other non-profit group is raising funds for charitable purposes.

## **3. Commercial Enterprises (Schedule C)**

Includes profit-making organizations and business-related enterprises. While the district would prefer organizations to use commercial or private facilities, facilities may be rented at the established district fee schedule.

### ***General Conditions***

1. Information and applications for use of school facilities shall be made to the district office who will then consult with the building principal.
2. The principal and district office shall determine and approve all fees for use of district facilities. The fee shall be the additional direct cost to the school district and shall be reviewed periodically by the superintendent and changed relative to the local market for rental of like-kind facilities.
3. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.
4. Alcoholic beverages, narcotics, drugs, and use of tobacco shall not be permitted in school facilities or on school property at any time. Possession of weapons shall not be permitted in school facilities or on school property at any time.
5. All applicants for use of district facilities shall hold the Lynchburg-Clay Local School District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be determined by the Superintendent and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained. **Proof of insurance must be provided prior to the use of school facilities and the insurance.**
6. Non-school times and summer use of any facility may be restricted or denied in order to provide maintenance and cleaning of facilities.

### ***Specific Conditions***

1. The renter or user agrees to take full responsibility for:
  - a) Payment of all usage and staff fees when applicable in a timely manner. Failure to pay fees may be cause for denial of future use requests.
  - b) The conduct of all people admitted.
  - c) Adequate supervision at all times such facilities are in use.
  - d) Any infraction of the contract rules or this board policy.

e) The payment for damages which occur as a result of the use of the school facilities.

f) The employment of a law enforcement officer(s) if activity is of concern.

2. Auditorium users must employ one or more members of the district as needed to operate special equipment and lighting. If only normal overhead lights and a preset public address system are needed, this requirement may be waived. Arrangements are to be made with the stage supervisor.

3. The school district will not assume responsibility for items left on the premises by the renter or user.

4. In the event that property loss or damage is incurred during a particular occupancy or use, the amount of damages shall be determined by the superintendent or building principal and a bill presented to the responsible group. If a user of district facilities does not pay all rental fees or assessments for damage, use of the facility will be denied until these debts are cleared. In certain circumstances, the user may be denied further use of facilities on a permanent basis.

<b>BASE RENTAL FEES</b> (Fees are per hour except as noted.)			
Facility	Schedule A	Schedule B	Schedule C
Cafeteria, K-8 (without kitchen)	Custodial Costs may apply	\$25.00	\$50.00
Cafeteria, K-8 (with kitchen)	Custodial and/or kitchen staff Costs may apply	\$25.00	\$50.00
Cafeteria, LHS (without kitchen)	Custodial Costs may apply	\$25.00	\$50.00
Cafeteria, LHS (with kitchen)	Custodial and/or kitchen staff Costs may apply	\$25.00	\$50.00
Classroom, Conference Rooms (per day)	Custodial Costs may apply	\$25.00	\$50.00
Soccer, Track, or Baseball/Softball Fields (without lights)	Custodial Costs may apply	\$150.00	\$250.00
Soccer Field or Track lights hourly rate Baseball/Softball Fields	Custodial Costs may apply	\$12.00	\$12.00
Gymnasiums(K-8)	Custodial Costs may apply	\$25.00	\$50.00
Custodial Hourly Rate	Custodial Costs may apply	25.00	25.00
Gymnasium HS	Custodial Costs may apply	\$40.00	\$80
Specialty rooms Athletic Training Facility etc	Custodial Costs may apply	\$50.00	\$100.00

The following is charged in addition to the base rental fee:

1. There is a \$10 per hour fee for each additional hour after the first four hours on Schedule B and \$15 each additional hour after the first four hours on Schedule C.
2. Custodial overtime for rentals that occur outside the normal custodial staffing hours. Custodial overtime is a minimum of two hours and charged prevailing wage rate in effect on the day of the rental.
3. If the district provides staff to run sound and/or lights, there will be a \$20 per hour per person charge.
4. If a kitchen is used, a district kitchen staff member must be hired at the prevailing wage rate in effect on the day of the rental. Kitchen equipment may not be used without district personnel.
5. A charge of \$25.00 per dumpster will be assessed for garbage disposal if applicable.
6. If the District is required to provide supervisors, their time will be charged at \$30.00 per hour.

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**Application for Facility Usage**

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address of Organization \_\_\_\_\_

Name of adult and address responsible for application \_\_\_\_\_

Phone Number \_\_\_\_\_

Facility Requested \_\_\_\_\_ Total number of participants \_\_\_\_\_

Area requested \_\_\_\_\_ Date(s) of usage \_\_\_\_\_

Hours \_\_\_\_\_ to \_\_\_\_\_ Purpose for use \_\_\_\_\_

Charge for admission? \_\_\_\_\_

Special Request? \_\_\_\_\_

Security Officer requested? Yes\_\_\_ No\_\_\_ If yes, please explain \_\_\_\_\_

Administrative Portion

Group \_\_\_A \_\_\_B \_\_\_C

Insurance Provided (Attached) \_\_\_\_\_

Fee Charged \_\_\_\_\_

Reason for fee \_\_\_\_\_

Approved? \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

(Must be 18 years or older to apply)

**Signature of District Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_