

TABLE OF CONTENTS
Section Numbers

Board Policy Community Usei

Use of Building by Outside Organizations 1.

Application Procedures 1.1

Permitted Uses 1.2

Prohibited Uses 1.3

Facilities Available 1.4

Supervision 1.5

Use of School Property 1.6

Use of Buildings During Summer and Intersession..... 1.7

Fire and Safety Regulations 1.8

Additional Charges 1.9

Closing Time..... 1.10

Falsification of Permits 1.11

Use of School Buildings By School Organizations2.

Weekend Use 2.1

Use by CEC/REC/DEC/PTA/PTO 2.2

Ohio Laws Regarding Use of School Facilities 3.

The Use of Schoolhouses Generally 3.1

Schoolhouses Available for Education and Recreational Purposes 3.2

Use of Schoolhouses and Grounds for Public Meetings and Entertainment..... 3.3

Political Meetings in Schoolhouses and on Grounds; Liability for Damage 3.4

Fees 4.

List of Fees..... 4.1

COMMUNITY USE OF SCHOOL FACILITIES
(Equal Access)

All use of facilities of the Dayton City School District, whether by the school system or by others through permission of responsible school authorities, will be carried out without discrimination, separation or segregation of any person or persons because of race, color, sex, religion, handicap or national origin.

1. Responsible persons and organizations may use public school buildings and grounds after receiving permission from and paying to the Board of Education predetermined fees allowable under the statutes of the State of Ohio provided such use does not conflict with the regular school program or its activities.
2. School buildings will not be used for any purpose for which admission is charged by an organization other than schools or recognized school organizations except by special permission of the Superintendent or his/her designee.
3. Application for use of school buildings or grounds will be made in writing to the Office of Business Operations not less than 10 calendar days before the date of requested use.
4. The using organization will be responsible for any damages of the buildings, grounds or equipment and for the maintenance of order.
5. No games of chance of any kind shall be permitted in schools.
6. All use of buildings for any purpose will be subject to detailed regulations approved by the Board in compliance with Ohio law. Copies of such regulations, "Manual for Use of School Building and Grounds," together with appropriate fee schedules, are on file in the Office of Business Operations and are available upon request to members of the public.

[Adoption date: January 8, 1981]

[Re-adoption date: March 18, 1992]

LEGAL REFS.: ORC 3311.215

3313.74; 3313.75; 3313.76; 3313.77; 3313.79

4303.26

Title VIII, § 801

CONTRACT REF.: Support Staff Negotiated Agreements

1. USE OF SCHOOL BUILDINGS BY OUTSIDE ORGANIZATIONS

- a.** The Dayton Board of Education feels that the public schools of this city must fulfill a two fold need of the general public. First and foremost, the schools must provide for the regular educational program of the Dayton City School District, and they must be staffed and maintained specifically for this essential duty.
- b.** Second, the buildings should serve as community centers in the promotion of the cultural, educational, and recreational development of Dayton citizens. In order to promote this opportunity, the use of public facilities outside regular school hours will be granted for worthwhile cultural, educational and recreational programs in accordance with the rules and regulations which may be from time to time adopted by the Board of Education and within the prevailing statutes of the State of Ohio.
- c.** It is again emphasized that the schools will be made available to the fullest extent possible, only insofar as this use does not interfere with or curtail the regular school program.

1.1 Application Procedures

- a.** Organizations wishing to use facilities of the Dayton Public Schools must apply in writing on the form provided for that purpose. Applications may be completed at the District's website www.dps.k12.oh.us or application forms may be obtained from the Business Operations Office 115 S. Ludlow St. The form may also be requested by phone (542-3598). Requests must be made at least ten (10) calendar days prior to the date requested to guarantee approval in time to notify all parties concerned. Prior to the application being approved, the applicant may be requested to provide a certificate of liability insurance.

1.2 Permitted Uses

- a.** Permission for use of facilities may be granted to those groups whose activities are educational, political, cultural, religious, or recreational in nature. The Board will refuse permission to use its property for a purpose not in harmony with the Board's educational program and philosophy.
- b.** **The Board of Education reserves the right, to modify, cancel or postpone the use granted in a permit in the event of an emergency requiring the use of the facility for a school event, or due to the unavailability of District personnel.**
- c.** Approved community activities include -- but are not limited to -- evening classes, concerts, plays, meetings, art exhibits, recreational games, contests, sports, or activities.
- d.** All meetings held in school buildings must be open to the general public.

1.3 Prohibited Uses

- a.** Permission to use school buildings will not be granted to any group which practices discrimination against citizens of the United States because of race, color, sex, or national origin.
- b.** Permission to use school buildings will not be granted to any group for the purpose of promoting subversive teachings or for the purpose of promoting activities tending to cause unrest in the community.
- c.** No school facility may be used for commercial or personal gain unless specific authorization is granted by the Board of Education.

- d. “The Board prohibits the use of all tobacco products in all district owned, leased, or contracted property and vehicles. This prohibition also includes all outside areas.” (Policy GBK)
- e. The use of flammable decorating materials is not permitted in school buildings.
- f. Schools are not available for private entertainment or parties.
- g. Gambling, lotteries, or games of chance are not permitted on school property.
- h. Serving food or beverages by non-school sponsored organizations is not permitted without permission of the Chief of Business Operations or his/her designee.
- i. The use of intoxicating beverages on school premises is prohibited.

1.4 Facilities Available

- a. Use of school facilities will be limited to buildings and grounds other than specially equipped classrooms, libraries, storage rooms, and administrative offices so as to reduce interference with the school program and to protect school equipment, instructional materials and exhibits from being disturbed.
- b. Simultaneous multiple uses of a building may be refused to assure adequate parking and other service facilities.

1.5 Supervision

- a. Unless deemed unnecessary by the Chief of Business Operations or his/her designee, no organization will be permitted to use a building or grounds without an authorized employee of the Board of Education being present during the entire meeting or event and no one other than authorized school employees will be given a key to any building or room.
- b. Only an authorized DPS employee shall be allowed to operate or adjust any of the heating or cooling equipment in any building.
- c. Applicants for permits to use school facilities must meet requirements of the Board of Education that they are responsible persons, official representative of responsible organizations, and that they must offer complete supervision of the facilities to assure orderly behavior and to prevent loss or damage to school property.

1.6 Use of School Property

- a. Arrangements for the use of public address systems, pianos, stage lighting, computer use, LCD projectors, audio visual equipment, scoreboards or other such equipment belonging to the Dayton Board of Education must be made at the time of application. The applicant is financially responsible for any broken, lost or stolen property. This can be accompanied by additional charges.

1.7 Use of Buildings During Summer Break or Intersession

- a. The use of buildings during summer break or intersessions may be limited so that routine maintenance can be completed with a minimum of delay.

1.8 Fire and Safety Regulations

- a. Fire and safety regulations of the Board of Education, the City of Dayton, and the State of Ohio must be complied with at all times.

1.9 Admission Charges

- a. Charging of admission by other than school and/or Community Education Council/ Regional Educational Council/ Dayton Educational Council/Parent Teacher Association/Parent Teacher Organization (CEC/REC/DEC/PTA/PTO) organizations is not permitted except by special permission of the Chief of Business Operations or their designee. Permission will not be granted unless proceeds are to be expended for educational or other charitable purposes approved in advance by the Chief of Business Operations or his/her designee.
- b. Contributions shall not be solicited or collected on school premises, unless authority has been given by the Chief of Business Operations or his/her designee.

1.10 Closing Time

- a. Buildings must be vacated by the time indicated on the permit or parties may incur additional charges and future access may be denied.

1.11 Falsification of Permits

- a. Falsification of permit information will be grounds for cancellation. Failure to comply with permit regulations will void future rights to use buildings and grounds.

2. USE OF SCHOOL BUILDINGS BY SCHOOL ORGANIZATIONS

2.1 Weekend Use

- a. All Saturday and Sunday activities where a DPS employee is required will have the employee's cost of overtime charged to the school activity or department generating the use of the building.

2.2 Use by CEC/REC/DEC/PTA/PTO

- a. Each CEC/REC/DEC/PTA/PTO will be granted use of the buildings and grounds without charge during the school year. This use is restricted to Monday through Friday nights except during holiday or vacation periods.
- b. CEC/REC/DEC/PTA/PTO nights may not be transferred to any other organization.

3. OHIO LAWS REGARDING USE OF SCHOOL FACILITIES

3.1 The Use of Schoolhouses Generally

- a. The Board of Education of a city, exempted village, or local school district may authorize the opening of schoolhouses for any lawful purposes. This section does not authorize a board to rent or lease a schoolhouse when such rental or lease interferes with the public schools in such a district, or for any purpose other than is authorized by law. Sec. 3313.75 ORC

3.2 Schoolhouses Available for Education and Recreational Purposes

- a.** Upon application of any responsible organization, or a group of at least seven citizens, all school grounds and schoolhouses, or buildings maintained by taxation under the laws of this state, shall be available for use as social centers for the entertainment and education of the people, including the adult and youthful population, and for the discussion of all topics tending to the development of personal character and of civil welfare, and for religious exercises.
- b.** Such occupation should not seriously infringe upon the original and necessary uses of such properties. The public officials in charge of such buildings shall prescribe such rules and regulations for their occupancy and will secure a fair, reasonable, and impartial use of the same. Sec. 3313.76 ORC

3.3 Use of Schoolhouses and Grounds for Public Meetings and Entertainment

- a.** The Board of Education of any city, exempted village, or local school district shall, upon request and the payment of a reasonable fee, subject to such regulations as is adopted by such a board, permit the use of any schoolhouse and rooms therein, and the grounds and other property under its control, when not in actual use for school purposes, for any of the following purposes:
- b.** Giving instructions in any branch of education, learning, or the arts.
- c.** Holding education, religious, civic, social, or recreational meetings and entertainment, and for such other purposes as promote the welfare of the community; provided such meetings and entertainment shall be non-exclusive and open to the general public.
- d.** Polling places, for holding elections, for the registration of voters, or for holding grange or similar meetings. Sec. 3313.77 ORC

3.4 Political Meetings in Schoolhouses and on Grounds; Liability for Damage

- a.** Upon application of a committee representing any candidate for public office or any regularly organized or recognized political party, the board of education having control of any school grounds mentioned in *Schoolhouses Available for Education and Recreational Purposes*, shall permit the same to be used as a place wherein to hold meetings of electors for the discussion of public questions and issues. No such meeting shall be held during regular school hours.
- b.** No charge shall be made for such use, but the candidate or committee so holding meeting shall be responsible for any damage done or expense incurred by reason thereof. Sec. 3313.78 ORC

4. FEES

- a.** Fees charged for use of school facilities will be set by the Board of Education and will be based upon custodial, maintenance and utility costs. Current fees are: \$35.00 per hour, Monday through Saturday, and \$50.00 per hour on Sunday based on one custodian. Depending on event requirements the necessity a deposit might be required. These fees are subject to change based on cost changes.
- b.** The use of school facilities at no charge will only be permitted when there is no cost to Dayton Public Schools. Charges are based on actual costs incurred by Dayton Public Schools, including but not limited to, security, nutrition services, custodial, media center personnel, etc.

- c. It is the responsibility of the Chief of Business Operations or their designee to finalize all requests for facility usage as outlined in this handbook.

4.1 List of Fees (Effective July 1, 2008):

- a. After school until 9:00 p.m. Monday through Friday – No Charge
- b. Custodial Services
 - Saturday - \$35 per hour
 - Sunday - \$50 per hour
- c. Security Services
 - Monday through Saturday - \$26 per hour
 - Sunday - \$52 per hour
- d. Technical Support
 - Monday through Sunday - \$50 per hour
- e. Nutrition Services
 - Monday through Sunday - \$50 per hour