

COMMUNITY USE OF SCHOOL FACILITIES (Equal Access)

It is the desire of the Board to make school facilities available for community use under the provisions of the law whenever such use does not interfere with school activities. The privilege of school building use shall be limited to organizations, groups, or individuals within the District, or to organizations or groups whose program is of direct value and educational interest to the community. The following information is applicable to all groups using school facilities, except school-sponsored sports, clubs, and activities that are supervised by school staff and involve only students enrolled in Milford Exempted Village Schools.

Liability Insurance

All groups may be required to furnish proof of liability insurance (at least one million dollars). A copy of the Certificate of Insurance with the District listed as an additional insured should be attached to their Facility Use Authorization and Rental Application.

Application Process

Application forms are available in all school offices and in the Board's business office. The application of a community group for a permit to use a school building or facilities shall be filed with the school principal/designee, at least 14 calendar days prior to the date of the proposed use. If no other facility conflicts exist, then the principal shall sign the application, giving preapproval, and forward the application to the business office for final approval verification of group category assignment at least 10 calendar days in advance of anticipated use.

The operations manager/designee shall notify the applicant, the director of athletic facilities and programs, building principal and head custodian of the final approval or disapproval of the request. The building principal/designee will arrange for any special custodial or kitchen help, at least three days in advance of the requested date.

Category of Groups Eligible to Use Facilities

Persons applying to use Milford school buildings and/or grounds will be classified into one of three categories:

1. Commercial

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations headquartered within the District and operated for private gain when a worthwhile educational, civic or charitable purpose will be served (Example: dance school, karate school, etc.). Any group utilizing District facilities that cause an alarm drop requiring the local police department to respond will be charged \$25.00 per false alarm.

2. Nonprofit Community Groups

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations whose primary purpose is to serve the community, when a worthwhile educational, civic or charitable purpose is served (Example: churches, service clubs, etc.) or when the exclusive purpose of the organization or activity is to serve school-age children from the District. (Example: scouts, church youth groups, etc.)

3. Student/School Groups

District facilities may be available at no charge for student groups (for example, Art Club, Student Council, Honor Society, Publications, Jobs for Ohio Grads, F.H.A./F.C.C.L.A., drama, chorus, band) and for groups whose exclusive purpose is to support the programs of the District (Example: PTSA, PTO, PTA, booster organizations/clubs, athletic department recognized/supported youth groups, etc.) unless the use of District facilities require staff overtime and/or other expenses.

4. Other Local Non-School Groups

Non-school groups may access the facility for no charge when the purpose is to serve or enhance service to the community. Examples of other local non-school groups include:

- A. Local police, fire and rescue departments when conducting staff training.
- B. Township or officials' meetings of general importance when no fee is charged.
- C. Clermont County Board of Election, using buildings as polling places (as required by law).
- D. District employee organizations.

Nonprofit organizations that have rental fees waived will be charged a minimum of one hour if they require the services of a custodian.

Conditions Governing Use of School Facilities

Use of Kitchens

The use of the kitchens will be granted only when a regular food service worker is present. This applies to the use of these facilities for serving of light refreshments or dinners. A fee will be paid by the organization for the service of the food service employee(s) in attendance (minimum time for two hours @ \$32) and for the use of the kitchen.

Custodial Service

A custodian or regular school employee shall be in the building at all times when any group is meeting there. Custodial overtime (minimum of three hours @ \$40 per hour per employee) shall be charged if the event keeps the custodian from accomplishing their normal duties or if additional custodians are brought in or if it is during off hours (to be determined by the building principal or his/her designee).

Use of Stadium

The availability of these facilities is very limited due to their use by school groups. A minimum of three hours of custodial overtime (\$40 per hour per custodian) plus an additional field maintenance fee of \$15.50 per hour (\$55 per hour total) will be assessed. An additional fee of \$20 per hour will be charged for use of stadium lights. Usage of stadium fields may include limited amounts of scheduled usage of practice facilities.

Due to the high cost of field maintenance and league expectations related to field conditions, the athletic director/designee reserves the right to cancel any activity scheduled on a stadium field due to inclement weather. When at all possible, Sunday will be used as a first option (rain date) for events canceled on Saturday. The second option would be to move any activity to the practice fields. Field maintenance fees would then be waived when a stadium field is not used.

Use of Baseball/Softball Complex

The baseball and softball field rentals are managed through the athletic department. The rates are as follows: Freshman softball - \$0; freshman baseball and varsity softball - \$60/game, \$100/two games, \$175/day; varsity baseball - \$75/game, \$125/two games, \$200/day. All activities (including freshman softball) must be scheduled and approved through the Milford High School athletic department.

Use of Track Facilities

The rules and fees for usage of the track facilities are the same as that for using the football or soccer stadium; however, only custodial fees and lighting fees apply. No field maintenance fee will be charged.

Building Guidelines

Each building principal will develop guidelines for the use of that building (entrance doors to use, restroom facilities, floor plans, etc.). The following District rules shall be a part of each building's guidelines:

1. The renter of a facility shall assume all liability for damages that may occur in or about the building while the renter has control and use of the building. (Revised Code: 3313.79). Failure to reimburse the Board for damage to property will result in loss of facility use.
2. The renter of the facility agrees to indemnify and HOLD HARMLESS the Board and their agents and employees from all liability, claims, demands, damages or costs, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or the Board or either party's agents or employees, or otherwise.
3. Only the Board may pay Board employees for services in connection with the use of school facilities.
4. All charges for lease, supervision, custodians and other personnel will be billed by the Treasurer and are payable within 30 days. No group liable for charges will be permitted use of a facility if payment has not been made. Failure to make payment will result in the group being denied future consideration.
5. Permission to use the school facilities is not transferable.
6. If an admission tax is to be collected or if fees are to be paid to any agency or group, the organization renting the facilities must assume all responsibilities and must meet all obligations.
7. School authorities reserve the right to revoke authorization of facility use at any time.
8. School activities will be given preference in scheduling facilities. Priority in facility scheduling will then be groups from category 4, then category 2 and finally category 1.
9. There shall be proper supervision for the accommodation and control of patrons attending any activity. Renter must provide proper supervision at all times for any part of the building they are using, including entrance, parking lot and playground if used by people attending the event. The District may require security by off-duty police at a cost of \$45 per hour.

Activities should be orderly and lawful. Reasonable security arrangements appropriate for the use should be made.

10. Additional fees may be charged for special equipment, movie projectors, public address systems, and music risers, and for the salary of personnel assigned to operate such equipment.
11. The Board or its representative shall have unfettered access to all rooms at all times.
12. Fire and safety regulations of the Board, the local fire department, and the State of Ohio must be followed at all times.
13. No fireworks or explosives of any nature shall be permitted in or about school facilities.
14. Flammable decorative materials are prohibited.
15. There shall be no smoking in any school building. Enforcement is the responsibility of the group using the building.
16. There shall be no alcoholic beverages or intoxicating drugs brought into or consumed in the buildings or on school grounds. Persons under the influence of alcohol or an intoxicating drug shall not be permitted on the premises.
17. No commercial or political advertising material of any nature shall be distributed on school property.
18. No modification may be made to facilities (wiring, heating, etc.).
19. The renter shall vacate the facility by 10:00 PM, unless exception is noted in the lease.
20. You must be at least 21 years of age to rent any facility.
21. Scheduled activities may be canceled when the District is closed due to inclement weather. Cancellations will be made with as much warning as possible. You must listen to radio for news.

Weather closings on Friday may cause weekend cancellations. Scheduled users must contact the building principal on Friday between 9:00 AM and 3:00 PM to check on weekend availability. If no contact is made, you must assume the activity is canceled.
22. The director of athletic facilities and programs or his/her designee reserves the right to deny access to facilities.
23. Renter must notify building principal 24 hours in advance if rental is cancelled or of any changes in rental times. Failure to notify building principal in time to cancel custodian opening building will result in group being charged a minimum of three hours of custodial overtime.

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