CHARDON
LOCAL SCHOOLS

SCHOOL FACILITIES USE HANDBOOK

(Revised June 2026)

COMMUNITY USE OF SCHOOL PREMISES

Policy Manual- po7510, ag7510A, ag7510B, ag7510C

The Board encourages the community use of school premises. 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. Any organization or individual desiring to use the District premises shall complete an application.

Application Process

Any organization or individual desiring to use District premises shall complete an application and submit it to the Assistant Superintendent of Business Affairs for approval using the online platform FMX. The reservation must be filed at least 10 days prior to the date of the proposed use, but not prior to 90 days of the event.

A. The Assistant Superintendent of Business Affairs shall review each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school premises on the basis of Board policy. The building administrator and other appropriate personnel will be informed regarding all requests.

B. After checking for any District conflict on the composite calendar, the applicant will be notified of the approval or disapproval of the request at least seven days in advance of the requested date of use.

C. Prior to approval, each applicant shall submit proof of liability insurance covering facility use in the amount designated by the Treasurer/CFO (minimum $2,000,000.00).

D. Cancellations may be issued by the Assistant Superintendent of Business Affairs **with or without due notice**. All approvals are to be granted with this understanding. There will be no charge for use of school facilities, except costs that may have been incurred for special set-up or equipment when eight (8)hours notice is given to cancel the requested use.

E. The requesting group or organization may cancel the approved use. Such cancellation will be subject only to the actual costs incurred prior to the cancellation.

F. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

G. Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

General Conduct & Safety

A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of school premises or equipment.

B. The District reserves the right to request payment of estimated fees in advance.

C. Alcoholic beverages, controlled substances, smoking, and the use of tobacco substitute products are strictly prohibited on District property at any time.

D. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

E. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care

or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.

F. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

G. the User shall be fully responsible for all loss or damage to the District property, including property of students and employees. Additionally, the User shall provide written notice to the District of any accident resulting in bodily injury or damage to the District property caused by a person attending or participating in the program or activity.

Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

H. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

J. Use of stages, furniture, and equipment must be arranged in advance. Set-up and clean-up may be performed by members of the group using school premises, provided the responsible persons are listed on the application. The event sponsor will be responsible for additional custodial services required for work not done satisfactorily. Arrangements must be made with the building administrator for use of any special or extra equipment. Compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

K. Classrooms are set up for use by students and teachers. Any rearrangement of these spaces must be requested and approved in advance..

L. Buildings will normally be open thirty (30) minutes prior to the activity and for thirty (30) minutes after its scheduled end, unless other arrangements are requested on the application and approved.

M. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

N. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

O. All school activities must be supervised by a school employee. All outside groups must be supervised by the person listed on the building use form, including

supervision of spectators. A school custodian shall be on duty whenever school premises are used except as exempted by the Principal. Food-service personnel shall be required, in addition, when kitchen facilities are requested. Personnel costs including clean-up time, will be charged at the appropriate hourly rate

P. Responsibility for enforcement of rules and regulations concerning use of District premises rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District premises. Additionally, users are responsible for the proper supervision, control, and accommodation of persons attending the activity, and must ensure that attendees/participants will only access/use authorized areas of school premises, and the entrances thereto.

Q. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lit when school premises are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

R. The District will not be responsible for any loss of valuables or personal property.

S. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school premises are being used.

T. Playground facilities may not be used by any youth over the age of fifteen (15) nor shall any person be allowed on playgrounds after dark.

U. Skateboards and other equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

V. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, without specific approval in writing from the building administrator."

W. Proper safety precautions should be observed.

X. Horseplay in the locker room or any part of the facilities is not permitted.

Y. Food is not permitted to be stored or consumed in these areas.

Z. Parking should occur only in designated areas. No vehicles should be parked on lawns or other non-paved areas.

AA. All trash should be picked up and thrown away following the event.

BB. No rides or attractions, including but not limited to, trampolines, enclosed or air-supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

Facility-Specific Guidelines

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be requested on the application that is being filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

Gymnasiums

1. Non-marking gym shoes must be worn when using any gymnasium floor. Street shoes and spikes/cleats are not permitted.
2. Lights must be turned off, showers checked, and the doors locked when finished.
3. The building alarm system must be reset if a custodian is not on duty.
4. Baseballs and softballs are not to be thrown or batted in the direction of the bleachers.

Memorial Field Stadium

1. Only clean shoes should be worn on the turf.
2. No food, drinks (other than water), gum, or seeds are permitted on the turf surface.
3. Use of the press box and lights is permitted only if the use of these areas is indicated on the facility use permit. The group is responsible for all electricity charges.

Track

1. All posted regulations listed on signs on the track must be followed.
2. Children are not permitted to jump or play in the pole vault, high jump, or long jump pits.
3. No smoking or animals are permitted in the track area.

Financial & Liability Information

The following facility use fees apply as of June 2026. Public school classes, other approved school-related organizations, PTO groups, booster clubs, and Scouts are exempt from facility fees. All other organizations must pay according to the schedule below. Staffing fees for custodians, food service workers, and maintenance workers are listed below.

A schedule of fees for the use of District premises is determined annually based upon the following factors and as set forth in AG 7510B - Charges and Priorities for Use of School Premises:

A. The use of District premises for activities related to the educational program and District operations shall be without cost to the users, except that the users shall secure and be responsible for any police fees.

B. The use of District premises for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria employees' fees and secure and pay for any police fees.

C. All other organizations or persons granted the use of schools shall assume the charges as indicated (see AG 7510B), payable in advance, and the cost of such additional staff services as may be required.

Athletic facilities will be available to school activities and outside groups in the following priority:

1. In-season District-approved Interscholastic Athletics
2. Non-athletic school-approved activities
3. Out-of-season District-approved Interscholastic Athletics
4. Outside groups

FACILITY USAGE FEE SCHEDULE

Facility	Rate per Rental
Administration Building Meeting Room - Large	$25.00
Auditorium/Stage - with lights	$350.00
Auditorium/Stage - without lights	$200.00
Cafeteria	$80.00
Classroom (general)	$25.00
Gymnasium Elementary	$100.00
Gymnasium High School	$300.00
Gymnasium Middle School	$225.00
High School Green Areas	$25.00
Kitchen	$85.00
CMS Large Group Instruction Room - LGIR	$100.00
Stadium per hour - with lights	$525.00
Stadium per hour - without lights	$400.00

Employee Type	Hourly Rate
Food Service	$55.00
Custodial	$65.00
Maintenance	$73.00

Effective July 1, 2026