

Rental of School Facilities

APPLICATION FOR USE

Applications for use of school facilities, grounds or fields by private citizens or groups, or by employees for private use shall be approved or disapproved by the Principal or his or her designee using the guidelines below. Upon initial approval, the Principals shall schedule the date for the use of the building, and forward a completed Facilities Rental Agreement (05.31 AP.1) containing the following information to the Assistant Superintendent for Support Services for final approval:

- a) The name, nature, and object of the organization applying.
- b) The purpose of the activity as it relates to the interest of the community.
- c) The school facilities to be used.
- d) A statement that the organization using the facility shall be legally responsible for any damages to school buildings, grounds, or facilities resulting from their use by that organization.
- e) A statement that the organization using the facility agrees to abide by the rules and regulations governing the use of school buildings and facilities and shall be responsible for conduct of persons using the facilities.
- f) The signature of both the applicant (with minimum payment) and school Principal. Any non-District group must complete a Facilities Rental Agreement, regardless of whether the rental fee is being waived.
- g) A certificate of insurance naming the OCBE as an additional insured.

PREVIOUS EXPERIENCE

Previous experience with the organization that resulted in an adverse effect on school operations may result in denial of facility rental.

FUNDRAISING ACTIVITIES

Use of school facilities for fundraising activities sponsored by local community organizations or charitable organizations whose charitable or service activities are oriented to Oldham County residents shall be allowed within certain limits. The application shall state the purpose for which resulting funds are used together with the percentage of the gross funds that will be realized for such civic or charitable purposes. Use of non-resident paid professionals is discouraged; application may be summarily denied any group if the administration considers a disproportionate share of proceeds are going to such paid professionals. The application may be summarily denied when more than twenty percent (20%) of receipts are to be used for the payment of such professionals.

CONSIDERATION OF RENTAL REQUEST

The Principal and Assistant Superintendent for Support Services shall consider the nature of the proposed activity and factors including availability, preservation of school property, security, crowd control, prior history of the lessee, benefit to the community as a whole, and any other legal concerns. Activities that benefit the community as a whole, rather than a small segment of the community, will be given preference.

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FEES

Non-District for profit groups shall pay a facility rental fee in addition to any needed custodial services, kitchen services, and/or utilities. Custodial services will be determined by the principal based on staffing at the time of the event requested. The Oldham County Schools shall charge a rate to be determined annually by the Superintendent based on operation cost approved by the Board.

Non-profit community groups listed below shall use facilities without paying a rental fee. The cost of custodial services, food services, and/or utilities (as applicable) remains the obligation of the group using the facility. Custodial services will be determined by the principal based on staffing at the time of the event requested.

Community groups/activities eligible for waiver of rental costs include:

- American Red Cross and its affiliate organizations in Oldham County
- Girl Scouts/Boys Scouts of America and their affiliate organizations in Oldham County
- YMCA and its affiliate Organizations in Oldham County
- Public hearings conducted by local government agencies, municipal meetings
- Oldham County Chamber of Commerce
- Oldham County 4-H
- Kentuckiana Special Olympics
- Oldham County Educational Foundation.
- Oldham County Rotary Clubs
- Non-profit Youth Sports Teams (see below)
- Other such groups not listed may request a waiver or reduction of rental fees by the Superintendent, or his or her designee upon recommendation of the Principal or his or her designee.

YOUTH SPORTS

The Board authorizes the use of school gymnasiums and fields at no cost for Little League Baseball, Football, Basketball and similar activities sponsored by the Oldham County Parks and Recreation Department. This authorization is contingent upon a clear demonstration that the activity benefits the children of Oldham County and the making of a workable agreement among the building Principal and all involved parties. Building Principals may decide whether to permit specific arrangements, and any contracts for such use must be approved by the Superintendent's designee. The cost of custodial services, food services, and/or utilities (as applicable) remains the obligation of the group using the facility. Custodial services will be determined by the principal based on staffing at the time of the event requested.

Annual rental rates for each facility shall be set each July 1 by the Superintendent or his or her designee. A schedule of rental rates may be obtained by contacting the office of Assistant Superintendent for Support Services.

All usage by outside groups must comply with the provisions of Board Policy. If the event for which the rental is sought will include three-hundred (300) people or more, the renter should be provided a copy of the District's Emergency Preparedness regulations.

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REFERENCES:

[KRS 158.149](#); [KRS 162.055](#); [KRS 438.050](#); [KRS 438.305](#)

[OAG 81-295](#)

P. L. 114-95, (Every Student Succeeds Act of 2015)

RELATED POLICIES:

03.1327; 03.2327; 06.221; 09.4232; 10.3; 10.5

Adopted/Amended:

Order #: