

# WEST HOLMES LOCAL SCHOOLS BUILDING/FACILITY USE



Thank you for applying to use the buildings in the West Holmes School District. The policy was changed on **May 20, 2019, effective August 1, 2019**. Please be sure to read and complete all forms as they have changed. ANY questions relating to building use need to be directed to the Central Office by either calling (330) 674-3546 or emailing Lisa Macaulay at [lmacaulay@westholmes.org](mailto:lmacaulay@westholmes.org).

Please make sure all three forms are signed and turned in at least 14 days prior to your requested use. You will be notified by phone or email if we have questions. Final approval will be mailed to the address you provided on the application form.

Mail or Drop off completed forms to:

West Holmes Central Office  
28 West Jackson Street  
Millersburg, OH 44654

## HISTORICAL USES DEFINED BELOW

GROUP #1	GROUP #2	GROUP #3	GROUP #4
<p style="text-align: center;"><b>For Profit Outside Community Groups Personal Use</b></p> <p><b>*Certificate of Insurance To Be Provided</b></p> <p><b>EXAMPLES</b></p> <ul style="list-style-type: none"> <li>Motorcycle Ohio</li> <li>Dance Schools</li> <li>Martial Arts Tournament</li> <li>Private Lessons/Classes/Practices</li> </ul>	<p style="text-align: center;"><b>NONPROFIT WH Community Groups Personal Use</b></p> <p><b>EXAMPLES</b></p> <ul style="list-style-type: none"> <li>Relay For Life</li> <li>Rotary</li> <li>Church Activities</li> <li>Pick up Games</li> <li>Board of Elections</li> <li>Holmes-Wayne Electric Co-op</li> </ul>	<p style="text-align: center;"><b>Community Youth</b></p> <p><b>EXAMPLES</b></p> <ul style="list-style-type: none"> <li>4-H</li> <li>Park District</li> <li>Scouts</li> <li>Music Booster Fundraisers</li> <li>Athletic Booster Fundraisers</li> <li>WH Athletic Camps/clinics</li> <li>Teen Awareness Educ Programs</li> <li>Any activity outside of the OHSAA umbrella</li> </ul>	<p style="text-align: center;"><b>School Activities</b></p> <p><b>EXAMPLES</b></p> <ul style="list-style-type: none"> <li>PTO/Primary Parent Meetings</li> <li>WH Music Boosters</li> <li>WH Athletic Boosters</li> <li>All "School" Activities</li> <li>All OHSAA Umbrella</li> <li>District Union Meetings</li> <li>School Award banquets</li> <li>Annual Class Reunions</li> </ul>

The West Holmes School Board reviewed the examples listed and approved the appropriate placement on the schedule.  
Other users will be added to the list once they have applied for use.

WEST HOLMES LOCAL SCHOOLS  
BUILDING/FACILITY USE APPLICATION

1. Applicant's information: Name \_\_\_\_\_ Current Date: \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell or Work: \_\_\_\_\_  
Email Address \_\_\_\_\_

2. Organization/business you are representing \_\_\_\_\_

3. Purpose of rental \_\_\_\_\_

4. Check one that applies from the Fee Schedule

- GROUP #1       GROUP #2       GROUP #3       GROUP #4

5. Building or facility requested:

- WHHS                       LAKEVILLE               NASHVILLE  
 WHMS                       MILLERSBURG               KILLBUCK

6. Area(s) to be used (check all that apply and include multiple locations if needed):

- GYM  
 ATHLETIC FACILITY/FIELD (specify) \_\_\_\_\_  
 KITCHEN (includes Equipment/Cafeteria Employee Required)  
 CAFETERIA/COMMONS (seating area)  
 THEATER  
 OTHER \_\_\_\_\_

7. Please check any specific items/equipment which will be required for this event: (charges may apply)

- Stage Lighting                       Scoreboard                       Chairs  
 Lectern                                   PA/Sound System                       Tables (limited availability)  
 Other items, list \_\_\_\_\_

\*If snow removal is necessary, the labor costs will be charged to the user.

8. Date(s) requested for event \_\_\_\_\_

9. Time of actual event: From \_\_\_\_\_ To \_\_\_\_\_

10. Time needed to set up for event \_\_\_\_\_

11. Time needed to clean up \_\_\_\_\_

12. Total hours of usage \_\_\_\_\_ # hours stadium lighting needed \_\_\_\_\_

13. Estimated number in attendance \_\_\_\_\_

14. Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

15. Person in charge of unlocking and locking facility \_\_\_\_\_

\* Responsibility of facility care will fall upon applicant completing permit AND person unlocking and locking facility

16. Community Use of School Facilities

As a representative of the applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the policies of the West Holmes Board of Education and conditions of rental as stated on the attached Facility Fee Schedule. The applicant agrees to indemnify and HOLD HARMLESS the West Holmes Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the above rental caused by the negligence or actions (whether intentional or otherwise) of the applicant or the applicant's members, agents, employees invitees or licensees.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Organization

**Application Process:**

1. Return to central office at least 14 days prior to the date of proposed use.
2. Central office will check application for reason of use, availability of requested space, heating and cooling constraints, calendar restraints due to maintenance and repairs, etc.
3. Central Office will contact applicant if adjustments need to be made.
4. Verification will be mailed to applicant.

# WEST HOLMES FACILITIES FEE SCHEDULE

GROUP #1	GROUP #2	GROUP #3	GROUP #4
<b>FOR PROFIT</b> <b>Outside Community Groups</b> <b>Personal Use</b> <small>*Certificate of Insurance To Be Provided</small>	<b>NONPROFIT</b> <b>WH Community Groups</b> <b>Personal Use</b>	<b>Community Youth</b>	<b>School Activities</b>
Profit/Entities not tax exempt or Nonprofit corporation. Service: All paid instructors providing a service for a fee. Outside community groups Weekly/Bi-weekly recurring use not permitted for large groups.	Nonprofit entity is tax exempt or a nonprofit cooperation. Personal use for people residing in the West Holmes community concerning one's private life Weekly/Bi-weekly recurring use not permitted for large groups.	Community defined as a nonprofit group within the West Holmes district	School Activities defined as a direct link to West Holmes School, OHSAA activities and Boosters/parent PTO/Primary Parent meeting times
<u><b>Support Charges</b></u> Custodial Support (one hour minimum) \$35.00/hr. Kitchen Support (one hour minimum) \$30.00/hr.	<u><b>Support Charges</b></u> Custodial Support (one hour minimum) \$35.00/hr. Kitchen Support (one hour minimum) \$30.00/hr.	<u><b>Support Charges</b></u> Custodial Support (one hour minimum) \$35.00/hr. Kitchen Support (one hour minimum) \$25.00/hr.	<u><b>Support Charges</b></u> No Fees
<u><b>Location Charges</b></u> Gym (Millersburg) \$100.00/hr. Gym (Killbuck, Nashville, Lakeville) \$60.00/hr. Cafeteria/Commons \$50.00/hr. Theater \$125.00/hr. Kitchen (equipment support) Support charge (see above) Other (if category not listed above) TBD	<u><b>Location Charges</b></u> Elementary Gym \$25.00/hr. Cafeteria/Commons \$15.00/hr. Field w/lights \$20.00/hr. Theater \$25.00/hr. Kitchen (equipment support) Support charge (see above) Other (if category not listed above) \$10.00/hr/location	<u><b>Location Charges</b></u> Flat charge of \$50 per building/field	<u><b>Location Charges</b></u> No Fees  Donations Appreciated

**Charges not to exceed \$750/day**  
**Max does not include support charges.**  
 Only one fee is charged for consistent, uninterrupted use for a set period of time.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Your Signature above indicates that you are aware appropriate charges will be made.

**ANY SCHOOL ACTIVITY WILL TAKE PRECEDENCE.**

The district reserves the right to cancel prior approved building use, due to scheduling of school related activities.  
 Users are not permitted to combine with other groups for purposes of trying to qualify for a reduced fee schedule.

# REGULATIONS FOR USE OF SCHOOL BUILDINGS AND SCHOOL FACILITIES

The Board of Education encourages community use of school facilities and wishes to cooperate with local organizations desiring to use the public school facilities for holding educational, religious, social, or recreational meetings and events and for such other purposes that promote the welfare of the community. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, which includes West Holmes athletics (7-12), impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance. Therefore specific regulations have been established.

West Holmes Local Schools ensure that all educational programs are available on a non-discriminatory basis without regard to race, color, age, gender identity or expression, disability, religion, sexual orientation, national origin, or veteran status.

The Board reserves the right to refuse the use of school property for any purpose which in its discretion is not consistent with school policy, would interfere with school activities, would place an undue burden on the schools, or could be deemed as destructive to school or community welfare.

1. The right to reject any or all applications is reserved.
2. The district reserves the right to cancel prior approved building use, due to scheduling of school related activities.
3. The district reserves the right to reassign locations based on calendar and usage by building. Any school activity will take precedence.
4. On days when school is closed for a calamity day, all activities scheduled for that date might be cancelled or postponed.
5. Applications for use of school building or school facilities will be made to the central office (can be sent to the central office through a school) at least two weeks prior to the date of desired use. Applications for personal use will not be accepted more than three months in advance of the event.
6. The responsibility of facility care will fall upon applicant completing permit AND person unlocking and locking facility.
7. Special permission is required, if activities go beyond 10:30 p.m.
8. All facilities are expected to receive reasonable treatment and be left in good condition. An additional charge will be made if facilities are mistreated or need additional cleaning. The actual custodial or kitchen personnel costs will be charged.
9. If keys to a building are lost or destroyed by an applicant, the applicant will be charged with a replacement fee. (approximate cost \$50)
10. The custodians will give reasonable supervisory assistance but cannot be expected to assist to the detriment of their regular planned work. This is true if no custodian is directly assigned to the event.
11. A cart of cleaning supplies will be available at each school building to assist with clean up.
12. Applicants granted permission to use the building would arrange with the custodians for appropriate time for decorating and secure his/her approval for the method of fastening, decorating, etc. (No staples, thumb tacks, etc.) All facilities should be left in the condition that the renters found it.
13. Responsible adult representatives of the using organizations will be present at all times and will inform the custodians when leaving that their entire group has gone.
14. Fire and safety regulations will be strictly followed. Applicants need to be aware of specific regulations that would pertain to their use.
15. No school property is to be removed from the building by school personnel except with written permission by the Superintendent /designee, and is to be returned promptly.
16. It is a policy not to loan school equipment to outside groups.
17. A cafeteria worker will be in attendance and will give reasonable supervisory assistance in the use and care of kitchen equipment.
18. The applicant shall be held responsible for the preservation of law and order.
19. Police supervision may be required as a condition of the rental. The district will not be responsible for obtaining police supervision when the organization is other than a school activity.
20. No smoking, alcoholic beverages or illicit drugs shall be brought to or consumed in the building or on the school grounds.
21. Permits for use of school facilities only include the equipment as specified and approved on the application.
22. No group, under any circumstances, is permitted to adjust electrical or heating/cooling controls.
23. Facilities may not be available during the months of June, July, or August due to maintenance and repairs.
24. Fair Labor Standards Act prohibits classified/non-exempt employees from volunteering their contracted services.
25. Any groups that do not abide by the regulations will be asked to leave and may be denied future use of West Holmes facilities.
26. HS/MS not available for personal use.
27. The maximum amount per day will not include support personnel charges.
28. Weekly/Bi-weekly use is not permitted for large groups.
29. When multiple groups request the same date, location, and time; use will be determined by a random draw.

**Falsification of building use information may result in applied charges and an applicant may be denied future use.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your signature ensures that you have read and understand the above regulations.

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