

USE OF SCHOOL FACILITIES
FINDLAY CITY SCHOOLS

GENERAL POLICY PROVISIONS:

1. Requests for use of school facilities must be initiated by completing a facilities permit online. Requests for use of athletic facilities must be initiated with the athletic director and application returned to the athletic director.
2. School groups and school events have priority for all dates and facilities.
3. The right to disapprove or to cancel at any time is reserved by the Board of Education. Requests for cancellation of permits must be received at least 48 hours in advance of the effectiveness of the permit. Non-use or failure to secure cancellation will not excuse the applicant from payment.
4. School holiday dates may not be requested. (Summer vacation period excluded.)
5. Scheduled outside activities will be automatically canceled when schools are temporarily closed for adverse weather.
6. **TOBACCO, INTOXICANTS, and DRUGS:** The use of tobacco on school property is strictly prohibited. The possession and/or use of drugs and/or intoxicants on school property is **PROHIBITED**.
7. No raffles, games of chance, or questionable schemes of obtaining money shall be permitted in school buildings or on school grounds.
8. Requests are to be made as far in advance as possible to permit scheduling and personnel assignments. Complete requirements should be expressed at the time of application. Late requests for changes or additions must be made to the building principal/athletic director forty-eight (48) hours before scheduled date.
9. The custodian in charge will be representative of the Board of Education.
10. Property Damage, theft, or loss of supplies and equipment arising from the occupancy of any portion of the building will be charged against the applicant, and failure to satisfactorily settle for same will cause cancellation of further use of school property by applicant.
11. Statements of charges will be rendered by the treasurer's office following completion of activity.
12. Building permits for extended periods are subject to periodic review at the discretion of the building principal.
13. The Board of Education may waive any or all of these rules.

FEES:

1. It is the general policy of the Board of Education not to charge space rental fee to the following organizations: Boy Scouts, Girl Scouts, Parents' and Mothers' Clubs, definite school organizations' meetings under the direct jurisdiction of the Findlay City Schools or employed personnel, political meetings as outlined in the REVISED CODE OF OHIO, and community organizations comprised of a 50% membership who are residents of the Findlay City School District. (Community organizations with a mixture of School District residents and non-residents shall submit a list of names and addresses of group members with the application.) No custodial charges will be made if groups using the building do not require additional work beyond regular work routines.

Adopted 9/25/00
Revised 6/29/04
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Reviewed 5/23/2012
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