

Ockerman Elementary School

Facility Usage Policy and Procedures

SBDM Policy 5.2

I. REQUEST FOR BUILDING USE

All requests for use of a school building, parking lot, or field or portions thereof shall be submitted at least three (3) weeks in advance to the principal or assistant principal.

All requests shall be submitted in writing, shall describe the intended use to be made of the school premises and shall list the maximum number of persons the organization seeks to accommodate on school premises. In no event shall the size of the group to be accommodated exceed the capacity specified in the certificate of occupancy. The request shall also list the name, address, and telephone number of the person or persons responsible for the activity as well as name and contact information of school sponsor.

II. APPROVAL OF BUILDING USE

Each and every request for a license will be judged on its individual merits and on the availability of the facilities requested. Each proposed event must comply with the conditions of use herein listed. If approval is granted, a building use permit will be issued by the building principal or assistant principal to convey approval of the request.

III. CONDITIONS OF USE

1. No building permit shall be issued until after the applicant provides, on a form satisfactory to the principal or assistant principal, proof of body injury property damage insurance listing the Boone County Schools as an additional named insured in the amounts of \$100,000 per person, \$1,000,000 per occurrence. Notwithstanding such a requirement, the Boone County Schools shall not be required to obtain such insurance when it requests the use of space in a school building.
2. The holder of the permit agrees to accept responsibility and liability for all damage to the building and its contents.
3. Hours for building use are 5:00 p.m. – 9:00 p.m. Monday thru Friday and 9:00 a.m. – 5:00 p.m. on Saturday.
4. The building and grounds may not be used on Sundays.
5. A certified staff member must be present at all times. Faculty and staff members may not act as the sponsor of the event but at least one must be voluntarily willing to be present during the event in order for it to take place.
6. The sponsor is responsible for the decorum of the group and spectators utilizing the school premises.
7. Police protection shall be furnished by all organizations using the building when required by the school administration. The cost of the officers shall be paid by the using organization. The number and type of police required will be agreed upon by the using organization per the recommendations and requirements of the Police Department.
8. Spectators shall not be permitted to enter the building unless their presence was described and approved on the original request for use.
9. School buildings shall not be used by outside organizations when school is in session. This includes speaking to the students on behalf of an outside organization in classrooms, during lunch, during an assembly, or at any other time during normal school hours.

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FACILITY USAGE AGREEMENT

This agreement made by and between the Boone County Board of Education, Kim Best , as Principal, authorized so to act by direction of the Board of Education and _____ hereinafter referred to as "user" of the school facilities hereinafter described.

WITNESSETH

The principal does hereby agree to permit user to utilize certain school facilities more particularly described as:

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Classrooms |
| <input type="checkbox"/> Library | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> School Grounds |
| <input type="checkbox"/> Kitchen | |

On the following dates: _____

At the following times: _____

The following charges will be assessed for usage:

- | | | | |
|------------------------------------|----------|--|----------|
| <input type="checkbox"/> Gymnasium | \$ _____ | <input type="checkbox"/> Kitchen | \$ _____ |
| <input type="checkbox"/> Library | \$ _____ | <input type="checkbox"/> Custodian(s) | \$ _____ |
| <input type="checkbox"/> Cafeteria | \$ _____ | <input type="checkbox"/> Cafeteria Staff | \$ _____ |

Total Charge: \$ _____

Usage is subject to the school's Facility Usage Policy and Procedures.

IN WITNESS WHEREOF the principal for and on behalf of the Board of Education and the user hereunto set their hands this _____ day of _____, 20 _____.

Ockerman Elementary School
Kim Best, Principal

User Name _____

User Address _____

User Phone _____

The Policy 5.2 of the Ockerman Elementary Council's By-Laws was adopted on
10-13-16 and signed by the following Council members:

[Signature]
[Signature]

Adam Farmer

Rachel Lynn

Haley Baker

Aurora Toebbe

Chris Henson

Brittany Bramlage

SBDM Secretary:

[Signature]

Susan Bell