CUSTODIAL AND SECURITY FEES

Custodial and security fees will be based upon cost to the Board of Education for setting up, supervision, cleaning, closing and other labor, materials, supplies and damages actually incurred as a result of the use of the facilities.

Any group using the facilities of the Westfall Local Schools’ Board of Education assumes complete legal and financial responsibility for injury or damage to person, equipment and/or facilities.

Custodians/Security are required for indoor activity at a rate of $20.00 per hour.

Custodial/Security hours to be determined at time of application by school official.

CUSTODIAL/SECURITY FEES ARE REVIEWED ANNUALLY

SCHOOL OFFICES

Westfall High School............................740-986-2911
Westfall Middle School.............................740-986-2941
Westfall Elementary School.......................740-986-4008
Westfall District Office............................740-986-3671

www.westfallschools.com

(Revised 6/19/2014; Res. 14-172)
WHO MAY USE SCHOOL FACILITIES?

Although the basic purpose of public school facilities is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this, the Westfall Local Board of Education permits the use of school facilities to outside organizations. All organizations and groups desiring to utilize the school facilities are subject to the requirements of the Westfall Local Board of Education regulations regarding their policies.

PRIORITY OF USE

1. **SCHOOL EXTRA-CURRICULAR and CO-CURRICULAR PROGRAMS:** Any academic or athletic program related to the Westfall Local Schools.
2. **BOARD APPROVED ORGANIZATIONS:** As outlined in Board Policies KMA and/or KMB; such as PTO; Boosters; Westfall Education Foundation, etc.
3. **COMMUNITY YOUTH GROUPS:** Approved youth groups will be given consideration over adult groups.
4. **COMMUNITY GROUPS or INDIVIDUALS:** Not for profit groups will be given priority over those using facilities for financial profit.

DEADLINES

- Applications are due to the responsible building administrator or athletic director at least one week prior to the Board of Education meeting as posted on the website.
- Youth groups wanting to be pre-approved for facility use should submit their application prior to the beginning of the season.
- Cancellation deadline—All cancellations should be made at least 48 hours in advance.