

**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](http://www.westfallschools.com)

(Revised 6/19/2014; Res. 14-172)

# WESTFALL LOCAL SCHOOLS



“Home of the Mustangs”

## USE OF FACILITIES GUIDELINES

### MISSION STATEMENT

The mission of the Westfall Local School District, as the educational hub of the community, is to produce responsible, emotionally and physically healthy students who excel in academics, technology, the arts, and graduate career or college ready. This will be accomplished in a safe, secure and nurturing environment by creatively using all resources; developing effective community partnerships; and, providing every student with appropriate, high quality, relevant education.

## 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.

## REGULATIONS GOVERNING THE USE OF WESTFALL LOCAL SCHOOL FACILITIES

1. The Board of Education will consider each application on its own merits at their regular monthly meeting. Facilities may not be used if the Board has not approved the application prior to the event.
2. Each organization must provide efficient, capable adult supervision to ensure department satisfactory to the Board and administration.
3. Each organization must limit its use of the facilities to the areas and times designated and approved on the application.
4. Each organization assumes all financial responsibility for any pilferage or school property damaged during the use of the facilities.
5. No alcoholic beverages or any other controlled substances of any kind are permitted on the premises. Individuals under the influence will be asked to leave.
6. Nothing may be sold, given, exhibited or displayed without permission in accordance with Board policy.
7. Each organization must abstain from putting up decorations or scenery, or moving pianos or furniture unless special permission is granted.
8. Each organization must present evidence of possession of liability insurance. The right to revoke a permit at any time is reserved by the school authorities.
9. On days when school is closed because of snow or other calamity, all activities scheduled for that day will be cancelled or postponed unless otherwise permitted by the Superintendent.
10. No group will, under any circumstances, tamper with any electrical or heating controls.
11. The Superintendent has the authority to refuse use of any school facilities and cancel any prior commitments to any group that abuses the use of the facilities. The Superintendent may also cancel or make changes to facility use based on the best interests of Westfall Local Schools.
12. Outdoor night games will be held only for school educational programs/sports.
13. By signing the application, the applicant confirms that they have read the Facility Use Guidelines and any related Board of Education Policies.