

# policy

**BOARD OF EDUCATION  
ASHLAND COUNTY-WEST HOLMES  
JOINT VOCATIONAL SCHOOL DISTRICT**

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## USE OF DISTRICT PREMISES

The Board of Education believes that school premises should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Superintendent.

School premises shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the school and the operations of the school (including giving instructions in any branch of education, learning, or the arts)
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies

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- G. uses related to the public library, including a station for a public library or reading room
- H. community organizations or groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) formed or gathered for charitable, civic, social, religious, recreational (e.g., indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or pleasure), and/or educational purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public

School premises shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. School premises shall be free of charge and available only during non-school hours. Users shall abide by all District policies, guidelines, and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

The use of school premises shall not be granted for any purpose that is prohibited by law or private social functions.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Ashland County Office of Homeland Security and Emergency Management Agency to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.  
(R.C. 5915.02-08)

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The Superintendent shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.

R.C. 3313.75 - .79, 3313.791, 3501.29  
P.L. 98-377

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