

## 221.1 Administrative Guidelines

### Use of Program Facilities

#### Applications

- A. Requests for the use of program facilities by an individual and/or group, including employees of the Board must be scheduled through the Superintendent and/or designee via written application at least seven (7) calendar days before the scheduled date(s).
- B. Building usage will be approved on a first come, first served basis upon receipt of payment.
- C. The right to disapprove or cancel at any time is reserved by the Superintendent or his/her designee. Applicants have the right to appeal disapproval to the Superintendent and/or Board.
- D. Days when a building/facility is scheduled for Board activities or for routine and/or emergency maintenance may not be requested.
- E. All scheduled activities, regardless of priority, will AUTOMATICALLY be CANCELED when the facility is temporarily closed for adverse weather conditions during or on that day.
- F. The loaning and/or transferring of building/facility keys is prohibited.
- G. The Board reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent with or without due notice. All approvals are to be granted with this understanding.
- H. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of Board property.

### **Fees: Personnel and Facilities**

1. During the hours that Board personnel are normally assigned to duties, no Personnel fees will be charged.
2. When an admission to an activity or series of activities is charged the Board may charge an additional rental fee based on a rate of \$12.00 per hour for the use of the building/facility.
3. Any part of an hour beyond the scheduled time will be considered an additional hour in the fee charged.
4. Facility rental fees on a per hour basis:  
Fairhaven Gymnasium      \$25.00  
  
Fees may be waived by the Superintendent or designee.
5. Personnel fees:  
  
Personnel      \$16.00 (per hour per individual). There will be a flat fee of \$32.00 to open/close the facility if during hours other than hours that Board personnel are normally assigned to duties.
6. The fee(s) charged for the use of the program buildings/facilities will be billed to the person and/or group who signed the "Use of Facilities Request Form" and must be paid within five (5) days prior to the rental date.

### **Responsibilities**

- A. The sponsoring organization assumes all responsibility for the facilities requested, and is responsible for all who enter the building attracted by the activity.
- B. Any damage, theft, or loss of supplies and equipment will be charged against the applicant and may cause cancellation of any further use of the facilities by the applicant or the organization.
- C. The Board assumes no responsibility for any liability that may result from the use of Board's buildings, grounds, equipment, and/or facilities.

### **Ineligible Users**

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with Board programs or not authorized by Board policy.

### **Regulations**

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The Board reserves the right to request payment of estimated fees in advance.
- C. Use of tobacco is prohibited except in designated outside areas. All users are responsible for complying with this regulation.
- D. Alcoholic beverages and controlled substances will not be permitted on Board property at any time.
- E. Use of furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- F. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- G. Responsibility for enforcement of rules and regulations concerning use of facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of facilities.
- H. The Board will not be responsible for any loss of valuables or personal property.

# Madison County Board of Developmental Disabilities

[www.themcbdd.com](http://www.themcbdd.com)

Susan R. Thompson  
Superintendent

## Use of Facilities Request Form

**Administration**

**Family Support Services**

**Organization Services**

**Transportation Services**

500 Elm Street  
London, Ohio 43140  
(740) 852-7050  
(740) 852-7051 - Fax

**Children Services**

**Fairhaven School**  
510 Elm Street  
London, Ohio 43140  
(740) 852-7052  
(740) 852-7053 - Fax

A Non-Discriminatory  
Service Provider  
and  
Equal Opportunity  
Employer

**I. Name of group requesting to use facilities:**

Name of group/individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_

**II. Description of the facility(s) requested:**

Facility(s) requested: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Times needed: \_\_\_\_\_ Total hours \_\_\_\_\_

Event Begins: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Purpose or event: \_\_\_\_\_

Description of requested duties/tasks performed by Board personnel:

\_\_\_\_\_  
\_\_\_\_\_

**III. Responsible Person:**

The signature of the person who signs the facilities request form below indicates that he/she and the group represented understand and abide by the stipulations of the Madison County Board of DD per the "Use of Board Facilities" policy and shall assume responsibility of any and all fees charged.

Signature of person making request: \_\_\_\_\_ Date \_\_\_\_\_

**MCBDD Use Only:**

Facility rental fee: \_\_\_\_\_

Charge for equipment: \_\_\_\_\_

Personnel costs \_\_\_\_\_

\_\_\_\_\_ Approval Total Charges \_\_\_\_\_

\_\_\_\_\_ Disapproval \_\_\_\_\_

\_\_\_\_\_ Signature - Superintendent \_\_\_\_\_ Date

**\*Please call (740-852-7050) to confirm acceptance on the requested dates and fees**

**Vision Statement:** We will foster the abilities and dreams of people with developmental disabilities

**Mission Statement:** To ensure supports for people with developmental disabilities and their families in making choices which will enrich their lives.