

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## RENTAL OF OLDHAM COUNTY ARTS CENTER FACILITIES

6026

*Relates to: 6026.012AR, 6026.01F*

### APPLICATIONS FOR USE

Applications for use of the Oldham County Arts Center facilities shall be approved or disapproved by the Principal of the Arts Center using the guidelines below. Upon approval, the Principal or his or her designee shall schedule the dates of use and forward the appropriate completed Arts Center Rental Agreement (6026.01F) containing the following information to the Director of Facilities Management:

- a) the name, address and phone number of the person or organization applying (the "applicant");
- b) the purpose for which the applicant intends to use the leased space (i.e. instruction, performance, meetings, rehearsals, etc.);
- c) a statement that the applicant will be legally responsible for any damages to the Arts Center resulting from the applicant's use;
- d) a statement that the applicant will abide by the rules and regulations governing the use of the Arts Center facilities and shall be responsible for the conduct of persons under the applicant's control or direction (i.e. pupils, attendees and performers);
- e) the applicable Rental Fee, and Additional Fee, if applicable; and
- f) the signature of the applicant and the Assistant Superintendent.

### PREVIOUS EXPERIENCE

Previous experience with the applicant that resulted in an adverse effect on Arts Center operations may result in the denial of future requests by the applicant.

### CONSIDERATION OF APPLICATION

The Principal shall consider the request for use of Arts Center facilities in light of availability, security, prior history of applicant, promotion of Arts Center purposes and any other legal concern.

### RENTAL FEE

Individuals and groups shall pay a rental fee to cover the cost of utilities and custodial care in connection with the use of Arts Center facilities. The fee schedule for the use of designated spaces within the Arts Center shall be determined by the Arts Center Rental Advisory Committee. Groups and individuals may request a waiver or modification of the rental fee by submitting a written request to the Rental Advisory Committee two weeks prior to the date of the event.

### ADDITIONAL FEE

If the applicant's use of the Arts Center facilities is not within normal business hours, the applicant must pay an additional fee to cover the cost of custodial services required to open or close the Arts Center. Normal business hours are generally from 6:30 a.m. to 8:30 p.m. Monday through Thursday, and 6:30 a.m. through 4:30 p.m. on Fridays. This fee is not subject to waiver.

Use of the Arts Center by outside groups must comply with the provisions of Board Policy 6035.

### ARTS CENTER RENTAL ADVISORY COMMITTEE

The Arts Center Rental Advisory Committee shall be composed of the Principal, the Director of Programming and one Oldham County Arts Center citizen volunteer residing in Oldham County.