

Stark County Board of Developmental Disabilities

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FACILITY USE POLICY

POLICY

This policy establishes guidelines for the use of Board-owned facilities by outside agencies, community groups, and organizations. The goal is to ensure facilities are used safely, equitably, and in a manner that does not disrupt Board operations, programs, or scheduled activities.

As a public entity, the Board's facilities are open to the public for lawful and appropriate use, subject to applicable policies, procedures, and scheduling requirements. All users are expected to comply with established rules, safety standards, and applicable laws while on the premises.

The Board's *Agreement Form For The Use of Board Facilities* will be completed and submitted to the Buildings and Grounds Maintenance Department at Whipple-Dale Centre. This policy applies to all requests for short-term use or rental of Board-owned buildings, dining and kitchen facilities, and related equipment by non-Board entities.

The Approval process will be as follows:

- Requests for facility use will be managed by the Superintendent or their designee.
- Approval will be granted only when consistent with Board policies.
- The Superintendent may terminate any arrangement if it interferes with Board operations.
- All agreements between the Board and community groups must:
 - Be confirmed in writing, specifying the use and requirements.
- Specific Board approval is required if a group intends to charge admission, host a fundraiser, or otherwise generate revenue from the use of facilities.

The Board will include an addendum to its liability coverage, as necessary, for renting facilities to outside groups. Groups using or renting Board facilities must assume responsibility for any damages, misuse, or loss of Board-owned equipment or property.

If a fee is required, it must cover all actual costs, including usage and staff support. All groups will be treated equitably regarding fees. Certain groups providing services or recreational programs for individuals with intellectual and developmental disabilities or those directly affiliated with the Board may be exempt from fees. When kitchen or dining facilities are rented, the Director of Food Service or head cook for that facility must be present during the event, and their salary cost will be included in the fee. Where Board staff are required to open, monitor, or close the facility, their wages will be included in the use fee.

Requests to use or rent dining and kitchen areas will follow the same process and fee structure as for other Board facilities.

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Groups must adhere to the agreed-upon terms of use. All activities must comply with Board policies and applicable laws. Misuse of facilities or equipment will result in the group being held liable for all associated costs.

A Board employee must be present to unlock the facility, remain on-site during use, and secure the facility after the event. Groups must coordinate with designated Board staff regarding access and security.

Historical Resolution Information		Reviewer(s):
Date 10/28/25	Resolution Number 10-51-25	Superintendent