

# **STRONGSVILLE CITY SCHOOLS**

## **FACILITY RENTAL GUIDE**

The facilities of the Strongsville City Schools shall be available for the educational, recreational, and social interests of any responsible group or organization. The District welcomes many different groups each year into our facilities to provide an opportunity for community interaction and engagement. The philosophy of the Board of Education is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the District.

### **PROCEDURES FOR OBTAINING A FACILITY USE PERMIT**

Any group requesting to schedule a venue to rent for a particular event shall start by contacting the school they wish to use for the event. The building administrator or secretary in charge of facility rentals shall require a Request for use of District Premises and Terms of Use form to be completed indicating the dates and times of the event(s). The request must be submitted at least three (3) weeks in advance to allow for proper notice, staffing, and set up.

1. The dates requested will be checked against the building and District calendar to determine if the venue is available.
2. The form will be forwarded to the head custodian to determine the number of staff needed for this event and if that staffing is available.
3. All renters will be required to submit a valid certificate of general liability insurance showing a minimum of \$1,000,000 coverage and naming the Strongsville City Schools as "Additionally Insured". This certificate must be submitted within 2 weeks prior to the rental to ensure the rental will not be cancelled.
4. The Request for use of District Premises and Terms of Use form must be submitted to the building where the event will take place in person to ensure all important details are clarified.
5. Cancellations must be made no less than 24 hours in advance of the event by calling or visiting the main office of the facility being rented and speaking directly to the building secretary or administrator in charge of facility rentals. Leaving a message is not acceptable as there may be staffing issues and other costs to be addressed immediately.
6. All rentals are subject to Board Policies and Administrative Guidelines (7510, 7510A, 7510B)

### **PLEASE READ CAREFULLY**

We encourage all potential renters of school facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. Misunderstandings about procedures and questions about unexpected fees might be eliminated by reading this booklet.

## **USER'S RESPONSIBILITY**

The group or organization using school facilities shall hold harmless the members of the Strongsville City Schools Board of Education and all school employees from any loss, damage, injury liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. The person affixing his or her signature on the agreement as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization. The signer assumes that he or she has read and understands all procedures and rules, and assumes all responsibility for their enforcement. The renting organization, through their signer, guarantees the payment of all fees as listed on the form and/or contained in this booklet.

## **USE OF FACILITIES**

As a community service, the Strongsville City Schools Board of Education offers certain facilities within the various schools to be utilized by the residents of the Strongsville City School district, community groups, and local organizations within the limits of the Ohio Revised Code.

## **PRIORITY**

The needs and requirements of the educational programs and the extracurricular student organizations and activities shall be given first consideration for the use of the District facilities. PTA groups, Booster Clubs, school sponsored or authorized groups, recreation programs and City of Strongsville activities receive the next priority.

## **RENTAL FEES**

The Strongsville City Schools Board of Education's philosophy is that facilities should be available for community activities at a nominal fee. However, that fee must be reasonable to cover incurred costs.

## **BUILDING RESPONSIBILITY**

The responsibility for the school building remains in the hands of the school principal until he or she leaves the premises. The school custodial staff, representing the school district, then assumes the responsibility to see that the building and its contents are in order and that activities are properly supervised. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent the facilities apart from any agreed upon setups.

## **SPECIAL SERVICES**

Groups requesting special services can be charged at the prevailing hourly rate for custodial services and a rate for the additional equipment requested.

## **EQUIPMENT USAGE**

Groups renting facilities cannot use school owned audio-visual equipment unless such equipment is specified in the contract and a qualified employee is available to operate the equipment. The employee will be compensated at the established rate for these services.

## **RENTAL TIME**

The rental fee begins when the building is opened for the renting group as specified in the agreement. The fee shall end when the building is closed at the end of the event or at the end of any required cleanup time. No rental will be allowed after 9:00 p.m. without special permission from the Business Manager. Abuse of rental time may result in cancellation of future rental opportunities.

## **CAFETERIA KITCHENS**

Any request for the use of the kitchen facilities must be part of the agreement. An employee of the Food Service Department must supervise any use of the kitchen equipment and their hourly rate for the hours worked will be added to the final invoice.

## **RULES AND REGULATIONS – General use**

1. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.
2. The User agrees to assume responsibility for all liabilities arising from the occupancy of building or grounds use, it is understood and agreed that the school district assumes no obligation regarding the use of such premises.
3. Contracts will be issued for specific areas of a building. It shall be the responsibility of the User to ensure that the remainder of the building is not entered.
4. The User shall assume responsibility for securing police protection and/or traffic control when in the school district's opinion such police attendance is necessary. All associated costs are the responsibility of the user.
5. The user shall be responsible in case of loss or damage to school property as a result of the reservation. Reimbursement to the school district is mandatory. Future use may be denied.
6. The maximum length of any school rental agreement will be one school year (August - June).
7. Payment shall be made within ten days of receiving an invoice. Payment shall be directed to the Treasurer at the Administrative Offices, 18199 Cook Ave., Strongsville, Ohio 44136. Checks should be made payable to the Strongsville City Schools.
8. The Strongsville City Schools Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.

9. In regard to adult recreational basketball, only the group given approval to use the gym may be in attendance. No spectators including children are permitted. It is the responsibility of the person who signed the application (User) to police this rule.
10. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, or holidays.
11. When a school sponsored activity runs late, the in-coming group must wait patiently for its conclusion. Harassment of the activity by persons of the in-coming group may cause cancellation of approval to use the facility. These situations should be reported to the Business Manager.
12. Equipment can be moved with the approval of the custodial staff on duty. If any item is moved, it should be put back where it was prior to the activity.
13. The sponsor, chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another participant.
14. Renters may **not** come in earlier than requested or stay later than requested without prior written authorization from the building administrator and custodian. Additional charges will apply.
15. Any violation of these rules may result in additional charges and forfeiture of all future rental opportunities at all Strongsville City School facilities.
16. Spaces that are used by any group that was not included on the original application may be billed back to the renter at the established rate for the additional area(s) used.
17. The amount of custodial hours billed for clean-up is directly related to the condition of the facility after the event. Please pick up debris whenever possible.

#### **USE OF SPECIAL FACILITIES – Turf Fields**

1. No food, chewing gum, colored beverages (including but not limited to Gatorade, Orange Juice, Coke, etc.) or any other substances are allowed on the field for any reason. These items can damage and discolor the surface. Water will be allowed on the field.
2. Clean up after use..
3. No animals are allowed inside the fence.
4. A custodian must be on duty for all rentals.
5. All games must start and end at the stated times. Rental events cannot run over into middle school and high school events.
6. Scoreboard and sound will be available upon request. The high school scoreboard must have a trained and qualified District employee available to run the equipment.
7. Security cameras will be in use 24 hours per day.
8. Field use will only be allowed once a permit has been issued. The permit must be on hand during the rental to submit to a check by Strongsville City School's staff upon request. Unscheduled use of the field will not be permitted at any time.
9. Baseball and Softball team practice
  - a. Some type of portable/removable backstop is required during live pitching. Popup back stops cannot be held down by spikes, the use of weights or sandbags is required.

- b. Individuals may be running on the track or in the bleachers during practice times, therefore live full-swing hitting without use of the approved batting cage is not permitted, however live pitching and bunt coverage is permissible. Throwing and infield practice are permitted as well, **safety is key**.
- c. The use of pitching machines held down with spikes is NOT allowed.
- d. All equipment must be removed each day after practice has been completed.

#### **USE OF SPECIAL FACILITIES – Auditoriums**

- 1. Absolutely **no tape** shall be used on the stage floor. Chalk is the only acceptable means of marking the floor.
- 2. Absolutely **no food or drink** will be permitted in the Auditorium.
- 3. The light and sound equipment cannot be used by any outside group, regardless of past experience. This equipment can only be operated by a District employee trained in the proper operation of this equipment.
- 4. Any stage props, sets, or any such structure used on the stage shall be set up in such a way that the floor will not be damaged and they shall be secured in a safe manner so as not to injure anyone.
- 5. Any damage to the auditorium, stage or related equipment will be billed back to the renter of the facility based on a quote from a vendor of the District's choosing. Items that are damaged must be reported to the administrator in charge of rentals during the next business day. Informing the custodian on duty is **not** sufficient for this situation.
- 6. The band and music rooms are off limits to all outside groups. No one is permitted to enter these areas due to the quantity of school and student items kept in these classrooms.
- 7. The auditoriums are rented "AS IS" and the renter may not make any modifications to the floors, walls or lighting.

## SCHEDULE OF FEES FOR DIRECT AND INDIRECT COSTS

<b>School Premises</b>	<b>Fees</b>
Classrooms/Media Center	\$15/hour
Gymnasiums (Middle School/High School)	\$75/hour
Kitchen	\$20/hour
Cafeteria/Lunchroom (High School)	\$40/hour
Cafeteria/Lunchroom (Middle School)	\$40/hour
Multipurpose Room/Lunchroom (Elementary School)	\$20/hour
Auditorium (High School/Middle School)	\$50/hour
Computer Lab	\$35/hour
Athletic Fields (Middle School)	\$150/hour
Athletic Fields (High School)	\$150/hr , \$300/hour w/lights
Full Use of Pat Catan Stadium (i.e. locker rooms, press box, restrooms, scoreboard)	\$2,000 (six (6) hour max, additional time at hourly rate)
Auxiliary Gymnasiums (High School)	\$50/hour
Little Theater (High School)	\$35/hour
Locker Room/Showers (High School/Middle School)	\$10/hour

### Personnel Fees

Planetarium Director	\$35/hour (outside of school hours)
Stage Supervisor, Sound Technician, or Lighting Operator	\$35/hour
Custodians	Current rate
Cooks	Current rate

