Facility Rental Procedures

Categories for Groups

Category	Category 0	Category 1	Category 2
Definition	● CPCSC sponsored team/club ● CPCSC parent/booster event ● CPCSC school related organizations ○ Girl & Boy Scouts ○ Alumni association ○ Feeder programs	● Community groups defined as providing educational, recreational, and/or cultural activities for CPCSC students and staff ● Organizations (profit and non-profit) located within CPCSC boundaries	● All other groups and organizations
Fees	● No Rental Fees ● Labor Fees ***may*** be charged as shown in "Additional Fees for School Facility Use"	● Rental Fees ***may*** be charged as shown in "Additional Fees for School Facility Use" ● Labor Fees ***will*** be charged as shown in "Additional Fees for School Facility Use"	● Rental Fees ***will*** be charged as shown in "Additional Fees for School Facility Use" ● Labor Fees ***will*** be charged as shown in "Additional Fees for School Facility Use"

Effective February 17, 2026

CPCSC utilizes ML Schedules™ Software to allow community members to complete and submit a Facility Use Request.

How to create an account video - HERE

How to submit a Facility Use Request - HERE

General Guidelines

Please read CPCSC Policy 8540 & Guideline 8540 AG found here via BoardDocs

Any individual, group, and/or organization desiring to CPCSC facilities shall submit a request via ML Schedules for approval.

NOTE: *The use of CPCSC grounds and/or facilities shall not be granted for social functions and/or any purpose prohibited by law.*

- The individual, group, and/or organization must provide contact information and upload a Certificate of Insurance (in the amount of $1 million) with an expiration date that does not expire until after the requested event
- Once an application has been submitted, an email will be sent requesting information and outlining CPCSC policies & guidelines for facility use. The individual, group, and/or organization must provide information as to the type of event, the desired CPCSC building/facility, and desired timeframe. This must include any desired CPCSC equipment for the event
- The requesting individual, group, and/or organization must be at least twenty-one (21) years of age and financially responsible
- CPCSC Superintendent, Chief Financial Officer, or appointed designee shall approve or deny the application
- CPCSC Chief Financial Officer will provide an estimate of fees to be charged along with an agreement of included fees
- CPCSC Chief Financial Officer will also determine the amount of any deposit to be paid in advance. CPCSC reserves the right to request payment of estimated fees in advance
- The principal of the building, or his/her designee, shall make the final approval of the use of the building/facility
- CPCSC reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves the first claim to use of its own property. Cancellations may be issued by the office of the CPCSC Superintendent **with or without due notice**. All approvals are to be granted with this understanding. Those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility

Rental Fees for **Indoor** CPCSC Facilities

Facility	Hourly Rate (1-4 hours)	Daily Rate (4+ hours)
Classrooms (Excluding Libraries/Media Centers)	$45.00	$450.00
Gymnasiums (Excluding Glenn Ray Gym)	$100.00	$1,000.00
WCHS Glenn Ray Gym	$250.00	$2,500.00
Cafeterias/LGI Rooms (Excluding WCHS Cafeteria)	$100.00	$1,000.00
WCHS Cafeteria	$150.00	$1,500.00
Elementary/CPMS Stage Fees	$125.00	$1,250.00
WCHS Natatorium (Additional fees may be added depending on the nature of the event. **No parties allowed.**)	$500.00	$5,000.00

- The daily rate will be charged after four hours of use
- Sponsorship opportunities for rental fee reduction may be negotiated on a case-by-case basis

Rental Fees for **Indoor** CPCSC Facilities Continued

Facility	Hourly Rate (1-4 hours)	Daily Rate (4+ hours)
WCHS Wrestling Facility	$250.00	$2,500.00
WCHS Band or Choir Rooms (per room)	$150.00	$1,500.00
WCHS Auditorium (Additional fees may be added depending on the nature of the event)	$1,000.00	$10,000.00
WCHS Fieldhouse (Additional fees may be added depending on the nature of the event)	$1,000.00	$10,000.00

Rental Fees for **Outdoor** CPCSC Facilities

Facility	Hourly Rate (1-4 hours)	Daily Rate (4+ hours)
WCHS Soccer Complex (Turf field only) (Additional fee of $50 per hour for lights)	$250.00	$2,500.00
WCHS Baseball/Softball Fields (Additional fee of $50 per hour for lights)	$250.00	$2,500.00
WCHS & CPMS Tennis Complexes (Additional fee of $50 per hour for lights)	$100.00 per court $500.00 entire complex	$1,000.00 per court $5,000.00 entire complex
CPMS Football Field (Additional fee of $50 per hour for lights)	$250.00	$2,500.00
WCHS Varsity Football Field (Additional fee of $50 per hour for lights)	$1,000.00	$10,000.00

- The daily rate will be charged after four hours of use
- Sponsorship opportunities for rental fee reduction may be negotiated on a separate basis
- Any long term rental usage request of our facilities will require a separate contract that is Board approved.
- Rental fees for soccer, baseball/softball, and football fields includes usage of the press box and restrooms

Additional Fees for CPCSC Facility Use

- Ground fees (including snow removal) to be determined on a case-by-case basis
- Hourly rates below are also per employee that works the event.
- Use of Auditorium, Kitchen, and/or Natatorium will require additional charges for school personnel

Facility	Hourly Rate	More than 4 hours
Custodian (s)	$60.00	$600.00
Technician(s) (i.e. technology, lighting, sound, etc.)	$75.00	$750.00
Kitchen Staff	$60.00 (Or amount determined by Food Service Director)	$600.00
Water Safety Instructor or Lifeguard	$60.00 (Or amount determined by Natatorium Director)	$600.00
Security	$100.00	$1,000.00

Note: For occasional use during usual hours of operation, no charges will be assessed for Category 0. However, when custodial personnel are not normally on duty, the customary overtime costs for labor shall apply. Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged setup, use, and clean up, and special services (security) associated with major CPCSC-wide activities. In such cases, fees will be mutually agreed upon by the requesting party and CPCSC school administration

Supervision of Rented Facilities

- Each individual, group, or organization requesting the use of CPCSC facilities must use the services of a CPCSC custodian and must pay the designated fee for such services.
- Each individual, group, or organization requesting the use of CPCSC facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the CPCSC facilities.
- Staff on duty is directed not to open the facility until the supervisor for the event is on duty.
- If a group has over 250 attendees it may be determined that security personnel (from our Clark-Pleasant Police Department) will be needed. If there are over 500 attendees, security personnel (from our Clark-Pleasant Police Department) will be required at the event. The individual, group, or organization will be required to pay for any security personnel required.

CPCSC Rental Regulations

- Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of CPCSC facilities and/or equipment.
- CPCSC reserves the right to request payment of estimated fees in advance and/or a deposit determined by the Chief Financial Officer.
- Use of “tobacco”, which includes any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; spit tobacco, such as smokeless, dip, chew, and snuff, in any form; and all electronic nicotine delivery systems (ENDS) such as e-cigarettes, vaping devices, and hookah pens. Any listed product, or similar, is prohibited in CPCSC facilities. All attendees are responsible for complying with this regulation.
- Alcoholic beverages and controlled substances will not be permitted on CPCSC property at any time, nor shall any betting/gambling occur.
- CPCSC-related organizations may be permitted to have raffles and similar forms of fundraising only when specifically authorized by the CPCSC Superintendent.
- Except for “service animals” required for use by a person with a disability, no other animals may be on CPCSC premises at any time (Please refer to CPCSC Policy #8550).
- No rentals will be allowed during the following times without prior authorization
    - During the regular school day of students
    - No event that starts after 10:00 pm EST

CPCSC Rental Regulations Continued...

- Decorations must be fireproof and shall be erected and taken down in a manner not destructive to CPCSC property. Decorations are subject to approval of the building administrator. Use of open flames is strictly prohibited.
- The user shall be fully responsible for all loss or damage to CPCSC property, including property of students and employees.
- Requests for CPCSC owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment, pending availability.
- The use of any materials on floors or other parts of the facility is strictly prohibited without specific approval from the building administrator.
- 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.
- No unauthorized methods of obtaining funds, including any form of gambling, is permitted in CPCSC facilities or on CPCSC grounds.

CPCSC Rental Regulations Continued...

- A CPCSC custodian shall be on duty whenever a facility is being used except as exempted by the CPCSC Superintendent. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility, or facilities, are left in good condition after the activity is over. The custodian's overtime, including clean up time, will be charged at the appropriate hourly rate . Food service personnel shall be required, in addition, when kitchen facilities are requested.
- Responsibility for enforcement of rules and regulations regarding the use of CPCSC facilities rests with the user, and any infractions of stated regulations may be grounds for refusing to grant subsequent requests for the use of CPCSC facilities.
- Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- CPCSC will not be responsible for any loss of valuables or personal property.
- No flyers, booklets, or other printed, or audiovisual materials, may be distributed unless they relate directly to the activity for which the CPCSC facilities are being used.
- Skateboards, and other like equipment which constitutes a safety hazard to students, shall not be allowed on CPCSC premises at any time.
- Charges may be waived or adjusted by the CPCSC Superintendent