NORWOOD CITY SCHOOL DISTRICT **REQUEST FOR USE OF FACILITIES**
2132 Williams Avenue Norwood, OH 45212
PH. 513-924-2500 FAX 513-396-6420

- NCS USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board may permit the use of school facilities and equipment when such permission has been requested in writing by a responsible organization or individual and has been approved by the Superintendent or his/her designee. No facilities or equipment may be used until all forms have been completed.

In weighing competing interests for the use of facilities, the Board will give priority in the following order:

A. 1st Priority - School activities and programs
B. 2nd Priority - Other school support groups
C. 3rd Priority - District non-profit organizations or individuals who live within the school district
D. 4th Priority - Out-of-district non-profit organizations
E. 5th Priority - Commercial groups or individuals that live outside the school district

All requests for use of school buildings and their facilities shall be made directly to the respective Building Principals. Requests for the athletic facilities shall be made to the Athletic Director.

Indoor equipment will not be rented for outdoor use. A custodian employed by the district, and assigned by the Building Principal, must open and close any school building used or rented by a group, and at the discretion of the Building Principal, may be required to be on duty for the entire time that the building is open.

The State law provides for the use of public schools for polling places. Rent shall not be charged for the use of such rooms, but the Board of Elections may pay such reasonable expenses which the public authorities having charge of the rooms may incur, (e.g., custodial services, heat and light) made necessary by the Board's use of such rooms.

In accordance with such regulations, the Board charges only for custodial services in excess of those hours necessary beyond the regular operation of the schools.

Any non-profit organization or individual using public school buildings (and/or equipment) must agree to restore to the original condition any damaged property. Any equipment which is lost must be replaced with the like equipment. All facilities and equipment are expected to receive proper treatment and be left in good condition. An additional charge will be made if facilities and equipment are mistreated or need additional cleaning

Liability Insurance

All groups or individuals will be required to furnish proof of liability insurance (at least one million dollars). The original Certificate of Insurance must be attached to the Facility Use Application with the District named as loss payee.

Application Process

Application forms are available in all school offices, district website, and in the Board's/Superintendent's Offices. The application for a permit to use a school building or facilities shall be filed with the school Principal or his/her designee, at least fourteen (14) calendar days prior to the date of the proposed use. If no other facility conflicts exist, then the Principal may sign the application giving pre-approval, and forward the application to the Superintendent's office for final approval at least ten (10) calendar days in advance of anticipated use.

NORWOOD CITY SCHOOL DISTRICT **REQUEST FOR USE OF FACILITIES**
2132 Williams Avenue Norwood, OH 45212
PH. 513-924-2500 FAX 513-396-6420

The Superintendent or his/her designee shall notify the applicant, Building Principal, and Treasurer of the final approval or disapproval of the request. The Building Principal or his/her designee will arrange for any special custodial staff, at least three (3) days in advance of the requested date.

CATEGORY OF GROUPS ELIGIBLE TO USE FACILITIES

Persons applying to use District school buildings and/or grounds will be classified into one (1) of five (5) categories:

A. **School Activities and Programs**

The facilities of the District will be made available first and without charge to school groups and activities which are a part of the district's curricular, co-curricular, or extra-curricular programs. Liability insurance for these groups is provided by the Board.

B. **School Support Organizations**

District facilities may be available to organizations sanctioned by the Board whose exclusive purpose is to support the programs of the schools. These organizations may be subject to reimburse the district for expenses incurred by the district in connection with the organization's use of the facility (custodial services, food service personnel, etc.). (Example: PTA, Booster clubs, Athletic Department recognized/supported youth groups, etc.). Liability insurance may be made available by the Board on an annual basis for these groups.

C. **District Non-Profit Groups or Individuals Who Live Within the School District**

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations whose primary purpose is to serve the school district, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval. This includes teams with at least half of players living in the District.

D. **Out-of-District Non-Profit Groups**

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations whose primary purpose is to serve the school district and surrounding area, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval. This includes teams with less than half of players living in the District.

E. **Commercial Groups or Individuals Who Live Outside the School District**

District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board, to organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served; and to individuals on a limited basis, primarily wedding, anniversary, and retirement receptions. A deposit of $250.00 will be required before approval.

Non-School Groups

The following groups may use school facilities without charge (except additional personnel costs, if incurred):

1. Local police, fire, and rescue departments when conducting staff training.
2. Township or village meetings of general importance when no fee is charged.
3. Hamilton County Board of Election, using buildings as polling places.
4. District employee organizations.

5. District officially recognized partners (e.g., Family & Children First)

Custodial Service

A custodian shall be on duty to open and close school buildings for groups using the buildings. A custodian or regular school employee may be required to be on duty for the entire time the building is used by the group. Custodial overtime (minimum of two [2] hours at $25 per hour per employee) shall be charged if the event keeps the custodian from accomplishing his/her normal duties, if additional custodians are brought in or if the event is during hours that the building is normally closed (to be determined by the building principal).

Use of Stadium and Athletic Fields

Due to the high cost of field maintenance and league expectations related to field conditions, the Athletic Director or Superintendent reserves the right to cancel any activity scheduled on a stadium field due to inclement weather. When at all possible, Sunday will be used as a first option (rain date) for events canceled on Saturday. The second option would be to move any activity to the practice fields. Field maintenance fees would then be waived.

Use of Track Facilities

The rules and fees for usage of the track facilities are the same as that for using the athletic stadium.

District Rules

Each Building Principal will develop guidelines for the use of that building (entrance doors to use, restroom facilities, floor plans, etc.). The following district rules shall be a part of each building's guidelines:

A. The renter of a facility shall assume all liability for damages which may occur in or about the building while the renter has control and use of the building. Failure to reimburse the Board for damage to property will result in loss of facility use.

B. The renter of the facility agrees to indemnify and HOLD HARMLESS the Norwood City Schools Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or Norwood City Schools District Board of Education or either party's agents or employees or otherwise. In addition (and not in lieu of the foregoing), groups or individuals desiring to use the Norwood City Schools District facilities are required to show evidence that they are adequately insured against claims for personal injuries and/or property damage which may arise as a result of their activities on the school premises, and are required to attach a certificate of insurance to the Facilities Agreement Form. The failure of the Board or district to require such certificate shall in no way relieve the originator and/or the group and its members using the facilities from any liability to third parties or from their agreement to indemnify the Board and district.

C. An employee of the Board may be required to be on duty whenever a school building or facility is used by an organization or group.

D. Only the Board may pay Board employees for services in connection with the use of school facilities.

E. All charges for lease, supervision, custodians, and other personnel will be billed by the Treasurer and are payable within thirty (30) days. No group liable for charges will be permitted use of a facility if payment has not been made. Failure to make payment will result in the group being denied future consideration.

F. Permission to use the school facilities is not transferable from one location to another or to a different date.

G. If an admission tax is to be collected or if fees are to be paid to any agency or group, the organization renting the facilities must assume all responsibilities and must meet all obligations.

H. School authorities reserve the right to revoke authorization of facility use at any time.

I. School activities will be given preference in scheduling facilities. Priority in facility scheduling will then be groups from category 2 through category 5, respectively.

J. There shall be proper supervision for the accommodation and control of patrons attending any activity.

Activities must be orderly and lawful. Reasonable security arrangements appropriate for the use must be made.

K. Additional fees may be charged for special equipment, video projectors, public address systems, lighting systems, music risers, etc. and for the salary of personnel assigned to operate such equipment.

L. The Board or its administrative representatives shall have free access to all facilities at all times.

M. Fire and safety regulations of the Board, the local fire department, and the State of Ohio must be followed at all times.

N. No fireworks, explosives, or flammables of any nature shall be permitted in or about school facilities.

O. Flammable decorative materials are prohibited.

P. There shall be no smoking in any school building. Enforcement is the responsibility of the group using the building.

Q. There shall be no alcoholic beverages or intoxicating drugs brought into or consumed in the buildings or on school grounds. Persons under the influence of alcohol or an intoxicating drug shall not be permitted on the premises and shall be subject to arrest if they come onto the premises.

R. No political advertising material of any nature shall be distributed on school property.

S. No modification may be made to facilities (wiring, heating, etc.).

T. The renter shall vacate the facility by 9:00 p.m., unless exception is noted in the lease.

U. Persons must be at least twenty-one (21) years of age to rent any facility.

V. Scheduled activities will be canceled when the school district is closed due to inclement weather. Cancellations will be made with as much warning as possible.

Weather closing on Fridays may cause weekend cancellations. Scheduled users must contact the building administrator on Friday between 9:00 a.m. and 3:00 p.m. to check on weekend activity. If no contact is made, the user must assume the activity is cancelled.

W. The Superintendent/designee reserves the right to deny access to facilities or to waive or adjust fees.

X. Renter must notify Building Principal twenty-four (24) hours in advance if rental is cancelled or of any changes in rental times. Failure to notify Building Principal in time to cancel custodian opening building will result in group being charged a minimum of two (2) hours of custodial overtime.

Y. The Board shall not deny equal access or a fair opportunity to, or discriminate against any students who wish to conduct a meeting within a limited open forum on the basis of religious, political or philosophical content of such meetings. Such meetings, if requested, shall be held during noninstructional time and shall have the same opportunity to share facilities as other noncurriculum-related groups.

The use of the building does not indicate that the Board approves or advocates the matters which are discussed at the meeting. Nothing in this policy shall be construed to limit the authority of the Board or its employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure the attendance of students at meetings is voluntary.

School buildings and facilities shall not be used for promoting racial or religious prejudices or for any other purpose inimical to our democratic way of life. (Requests by organizations of a controversial nature may be referred to the Board for decision.)

NORWOOD CITY SCHOOL DISTRICT **REQUEST FOR USE OF FACILITIES**
2132 Williams Avenue Norwood, OH 45212
PH. 513-924-2500 FAX 513-396-6420

The Board encourages the public to use school facilities. Fees charged are to cover utilities and service. Following is the rental fee schedule for the use of school facilities by outside groups. A deposit is required to be paid one (1) week in advance of the use of the facilities, as described, and the balance is to be paid upon receipt of the statement from the Treasurer of the Board.

This policy authorizes the Treasurer to pay personnel on the first authorized pay day following the activity. All fees are to be paid directly to the Treasurer of the Board.

The following fee schedule is for each performance up to approximately four (4) hours. Rehearsals will be billed at half the appropriate fee.

	#3 DISTRICT NON-PROFIT	#4 OUT-OF DISTRICT NON-PROFIT	#5 COMMERCIAL
Auditorium	$25/hr.	$50/hr.	$100/hr.
Gymnasium(s) – High, Middle or Elementary	$25	$50	$100
Multi-Purpose Wrestling/ War Room	$25	$45	$55
Cafeteria	$25	$50	$100
Pool	$25/hr	$50/hr	$100/hr

	#3 DISTRICT NON-PROFIT	#4 OUT-OF DISTRICT NON-PROFIT	#5 COMMERCIAL
Classroom	$25	$50	$100
Library	$25	$50	$100
Stadium*	$100/hour +$50/hour add'l for lights	$125/hour +$50/hour add'l for lights	$200/hour +$50/hour add'l for lights
Baseball/Softball	$50/game +$25/hour Supervisor fee	$75/game +$25/hour Supervisor fee	$150/game +$25/hour Supervisor fee
Athletic Fields	$25	$50	$100

*Additional custodial rates or supervisor's fee may apply if use of the stadium building is necessary.

NORWOOD CITY SCHOOL DISTRICT **REQUEST FOR USE OF FACILITIES**

2132 Williams Avenue Norwood, OH 45212
PH. 513-924-2500 FAX 513-396-6420

The use of all school facilities must be scheduled through the respective building principals, and in case of the athletic facilities, through the Athletic Director. A contract will be issued specifying the facilities to be used and the approximate cost. A deposit will be due one (1) week prior to the use of the facilities to cover custodial services.

All sponsoring non-profit service or organizations are responsible to see that all school policies regarding the use of school facilities are adhered to, and will be responsible for furnishing supervisory personnel, including crowd and traffic control when necessary. Any damage to school property that results from the activity must be paid for by the sponsoring organization.

Liability insurance is necessary. The sponsoring organization is responsible for furnishing insurance in accordance with the Board instructions.

No fee adjustment or waiver may be granted without authorization from the Board or its designee.

NORWOOD CITY SCHOOL DISTRICT **REQUEST FOR USE OF FACILITIES**

2132 Williams Avenue Norwood, OH 45212

PH. 513-924-2500 FAX 513-396-6420

Name of Organization: _____

Address of Organization: _____

Street City State Zip

Telephone Number: _____ Date of Request: _____

Name of President: _____

Address of Organization: _____

Street City State Zip

Telephone: Day _____Evening: _____

If contact person is different than the president please supply name, address, phone numbers for contact:

_____

Describe nature and purpose of your request to use the building: _____

Admission Charge to attend this event: ☐ Yes ☐ No If so, cost of admission: _____

Building & Part of Facility Requested (i.e. Gym, Classroom, Auditorium): _____

Date(s) Requested: _____Number of Persons Expected:_____

Hour Building To Be Open: _____ Hour Your Group Will Finish: _____

Please allow for set up time and ample time to clean area and exit the building. List any special requirements for your activity: _____

_____

Please explain how your organization operates within the City of Norwood or how it involves citizens in its program or activities. Please be specific.

_____

I/We the undersigned, wish to use the facilities indicated above at the time specified. We agree to meet all conditions set forth under the Board of Education Policy covering Use of School Facilities.

Date_____Signature_____

Do Not Write Below This Line

Level #3_____ Level #4 _____ Level #5 _____ Request Approved: _____ Yes _____No Rental Charge: _____

These charges are based upon information provided in this application. A final or adjusted billing will follow if unusual circumstances occur during your use of the facility. Payment of the rental fee must accompany this form upon receipt of approval of the use of the building. A copy of the approved request will be returned for your records and one to be used when making payment. Payment must be made to the Treasurer of the Norwood City Schools five (5) days before the meeting for which this application is filed. Make checks payable to the Norwood City Schools.

Application must be received at Norwood City Schools Superintendent's Office 60 days prior to the event.