

ADMINISTRATIVE GUIDELINES

USE OF DISTRICT FACILITIES

AG 7510

SCHEDULE OF RENTAL FEES / ALL BUILDINGS

LOCAL SCHEDULE

Groups within Washington Local Schools – Including churches, civic and charitable organizations.

***Room fee includes one (1) custodian.** Additional custodian(s) may be required based on size of group.

HOURLY RATES

BUILDING / ROOM	MONDAY – FRIDAY	SAT/SUN / HOLIDAYS
	Heat / AC included in rates	Heat / AC <u>MUST</u> be selected – Prices are not included in rates \$150 per hour additional
Whitmer Auditorium	\$350	\$400
Whitmer Fieldhouse	285	300
Whitmer Cafeteria**	285	300
Whitmer Auxiliary Gym	285	300
Whitmer Small Gym	240	250
Whitmer Relocatable Building (each room)	100	110
Band Room/Choir Room/Lecture Hall	240	250
Washington Cafeteria**	145	155
Washington Gym	145	155
Jefferson Auditorium	150	165
Jefferson Cafeteria**	145	160
Jefferson Gym	145	155
Shoreland/Wernert Auditoriums	120	130
Gym/Cafeteria/Multi-Purpose Room**	120	130
Room Charges (all buildings) – per room	100	110

SPECIAL SCHEDULE - (ALL OTHERS)

Groups outside of Washington Local Schools

***Room fee includes one (1) custodian.** Additional custodian(s) may be required based on size of group.

HOURLY RATES

BUILDING / ROOM	MONDAY – FRIDAY	SAT/SUN / HOLIDAYS
	Heat / AC included in rates	Heat / AC <u>MUST</u> be selected – Prices are not included in rates \$150 per hour additional
Whitmer Auditorium	\$450	\$500
Whitmer Fieldhouse	320	335
Whitmer Cafeteria**	320	335
Whitmer Auxiliary Gym	320	335
Whitmer Small Gym	250	260
Whitmer Relocatable Building (each room)	100	110
Band Room/Choir Room/Lecture Hall	250	270
Washington Cafeteria**	145	155
Washington Gym	145	155
Jefferson Auditorium	150	165
Jefferson Cafeteria**	145	160
Jefferson Gym	145	155
Shoreland/Wernert Auditoriums	120	130
Gym/Cafeteria/Multi-Purpose Room**	120	130
Room Charges (all buildings) – per room	100	110

- * Includes one (1) custodian, one (1) security officer, two (2) stagehands, normal clean-up, use of sound system (without microphone) and use of light panel.
- ** An additional fee of \$50 per hour (\$100 minimum/opening) is charged for the use of the kitchen for preparation of a meal. A school employee MUST be hired to operate school equipment. Requests for kitchen use and worker must be indicated on the permit application.

For billing purposes, the renter's fee begins when the building is opened and ends when the permit is signed as closed by the renter and the custodian. The hours specified on the building permit will be used to initially calculate rental costs.

Charges will be added for additional hours for security, stagehands, and/or custodial help used before or after the opening hours as specified on the building permit.

Additional charges NOT included in the basic fee:

- | | |
|---|--------------------------|
| a. Extra Custodian | \$60 / per hour |
| b. Extra Security | \$60 / per hour |
| c. Extra Stagehand | \$20 / per hour |
| d. Spotlights | \$100 / per night |
| e. Spotlight Operator | \$20/ per hour |
| Required: one operator per spotlight | |
| f. Heat and/or air conditioning
(when required Sat/Sun/Holidays) | \$150 / per hour |
| g. Digital Projector | \$10 / per day |
| h. Tables | \$10 per table / per day |
| i. Folder Chairs | \$3 per chair / per day |

For rental of auditoriums, a \$800.00 security deposit is required before a permit will be issues. FULL PAYMENT of the estimated rental cost must be paid at least 30 days before use. Damages billed at replacement value.

Persons, organizations, or groups of citizens using school facilities shall indemnify and hold harmless the Board of Education and/or school district and its employees from any and all claims or demands for cost, loss, injury or damage to persons or property arising from or out of the use of said facilities including any costs or attorney fees incurred by the Board of Education or its employees.

Persons, organizations, or groups of citizens using school facilities shall be liable to the Board of Education of school district for any damage to said facility as provided in Section 3313.79 of the Ohio Revised Code.

WASHINGTON LOCAL SCHOOLS / BOARD POLICY

USE OF DISTRICT FACILITIES

7510

The Board of Education believes that school premises 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.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

Use of District premises will be subject to charges prescribed in AG 7510 and to terms and conditions on building permit applications. The Board of Education hereby grants authorization to the Superintendent to reduce rental charges only in unusual or extraordinary circumstances, on a case-by-case basis, and to so notify the Board of such reductions.

SCOUTS AND RELATED GROUPS

A school group, organized within and sponsored by WLS, may be granted permission to use school premises outside of regular school hours by the Superintendent/designee without charge to the organization.

There shall be no charge for one (1) meeting per month for Mothers' Clubs, Athletics Clubs, or Booster organizations at which there are no money-making projects. Two (2) free nights annually will be allowed for fund-raising activities of these organizations; however, it is the intent that such organizations limit these openings to two (2) per year.

Scouts, Brownies, 4-H Groups, etc.

Boy Scouts, 4-H, Girl Scouts, and Brownies shall be limited to one (1) opening per week; Cub Scouts shall be limited to one (1) opening per month.

- A. One (1) afternoon opening per week shall be permitted for any scout troop meeting regularly in a building.
- B. Boy Scouts and Girl Scouts meeting regularly in a building shall be permitted one (1) two-hour night opening per week; Cub Scouts shall be permitted one (1) two-hour night opening per month.

Special groups, such as Scouts, shall be permitted to hold one (1) honors' or awards' banquet per year without charge to the organization, if a building is needed for this purpose. One (1) free night per year will be allowed for fund-raising activities. The schedule of minimum fees for money-making activities beyond the one (1) free night per year follows:

- A. For fund-raising festivals, carnivals, dinners, dances, etc., the special group shall compensate at the rate established for custodial service in the building for that time period.
- B. For lawn activities, when the building is not open for use, no fee shall be required but a request for use of the lawn must be approved on a building opening at least five (5) days in advance.

Citizens residing in the School District may use District building and shall pay minimum fees to cover District custodial costs, provided the group using the facility is made up of more than fifty percent (50%) Washington Local residents. Costs would include normal custodial fees and food service costs.

STADIUM RENTAL

Permission to use the stadium will be granted by the same procedure as other openings.

All activities shall be fully supervised to prevent damage to buildings, grounds, and equipment. The organization sponsoring the activity shall be held fully responsible for all such damages.

No equipment, device, or displays shall be erected in such manner as to impair the grounds, field, bleachers, or stadium in any way.

USE BY THE GENERAL PUBLIC

The District is interested in cooperating with local organizations desiring to use premises insofar as regular activities are not interrupted.

Under no condition will a facility be opened unless there is a person in charge who is regularly employed by the District.

All requests for use of premises shall be made directly to the Treasurer's Office. Prior to any contract being issued, approval shall be required from the principal of the requested building.

The schedule of fees for use of premises shall be charges as listed in AG 7510.

Persons, organizations, or groups using premises shall be liable to the District for any damage to the facility as provided in R.C. 3313.79.

Persons, organizations, or groups using premises shall indemnify and hold harmless the Board and/or School District from any and all claims or demands for cost, loss, injury, or damage to persons or property arising from the use of said premises including any costs or attorney fees incurred by the District.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.

USE BY RELIGIOUS GROUPS, CIVIC OR CHARITABLE ORGANIZATIONS

Inasmuch as public schools are open for use by religious groups, organizations, etc., when not in use for school programs and activities, all requests for premises shall be made at least one (1) calendar week in advance and subject to fees to be outlined in AG 7510. Under no condition will a facility be opened unless there is a person in charge who is regularly employed by the District.

All requests for use of premises shall be made directly to the Business Office. Prior to any contract being issued, approval shall be required from the principal of the requested building.

WHITMER ATHLETIC DEPARTMENT REIMBURSEMENT - OHSAA EVENTS

Stadium Rentals: The Whitmer Athletic Department will receive fifty percent (50%) of the rental fee for OHSAA regular and post-season event rentals

Fieldhouse Rentals: The Whitmer Athletic Department will receive 100% of the rental fee for OHSAA rentals.

The rental group will be responsible for all custodial and rental charges including clean up.

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