



COMMUNITY USE OF SCHOOL PREMISES Regulations & Application Process

The Board encourages the community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

Conditions Governing Use of School Premises

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for commercial or personal gain.
3. No building is used for any fundraising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes.
4. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
6. No group will, under any circumstances, tamper with any electrical or heating controls.
7. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
8. There is no smoking or alcohol consumption in the building or on school grounds.
9. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages that might be done to any property, equipment or grounds.
10. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
11. School-sponsored student groups must have an employee present at the activity. Non-school-sponsored student groups must have an employee present or an adult approved by the Superintendent.
12. Groups that use school premises must possess liability insurance.

Applications

An application is necessary when any group or organization wants to use a school premises. An applicant must assure the Superintendent that the group/organization will comply with all regulations and respect the property, equipment and grounds of the school.

Applications are required for activities such as school activities on school days. An application is required for the principal's use of the rooms listed on the fee schedule for such purposes as holding conferences or small group meetings of staff, parents or students. When the building is used without the services of the custodial staff, an administrator is responsible for the care and security of the building.

A sponsoring organization or group must indicate that it:

1. intends to provide a program that promotes the welfare of the community and be for community purposes;
2. guarantees orderly behavior;
3. underwrites any damages due to its use of the premises;
4. pays for the use of equipment, property or grounds at the established rates and
5. possesses liability insurance.

Applications must be issued on a designated form. The following conditions are to be observed:

1. Fees are assessed in accordance with a schedule adopted annually by the Board. The Board has the authority to waive fees as it deems appropriate.
2. With prior approval and only in designated areas, food may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
3. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities to be used and closing up and properly securing the facilities when the organization has left.

Processing the Application

Application forms are available in the office of the Sandusky Career Center Adult Education Evening Supervisor's Office and the District's website. The application of a community group to use a school premises is filed with the Superintendent's designee at least thirty (30) days prior to the date of the proposed use.

The Superintendent's designee confirms availability of facility and staff, issues a Community Use of School Premises Contract and notifies applicant of required deposit. At least ten (10) days prior to the proposed use, applicant must submit signed Community Use of School Premises Contract and deposit. Final Community Use of School Contract, signed by Superintendent's designee, will be provided to applicant at least seven (7) days in advance of the requested date of use.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be made with the Superintendent's designee at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure to repair/replace. It is a general policy not to loan school equipment to outside groups.

Community Use of School Facilities applications are submitted and processed through the Chief of Staff & Transformation Officer's office, located at the Board of Education, 407 Decatur Street, Sandusky, Ohio 44870, 419-984-1016.

Application Steps

Step #1 At least 30 days prior to the date of the proposed event, complete and submit the following:

- **Community Use of School Premises Application (page 4)**
- **Group Classification & Fee Schedule (pages 5 – 8)**
- **Hold Harmless Agreement (page 9)**

Step #2 At least 10 days prior to the date of the proposed event, submit the following:

- **Community Use of School Premises Contract Signed by Representative**
- **Deposit check or money order made payable to: Sandusky City Schools.**

Step #3 At least 7 days prior to the date of the proposed event, an Approved Community Use of School Premises Contract will be provided to the Representative.

Important Reminders

- Sandusky City Schools reserves the right to deny rental of its facilities to any individual or group on the basis of Board Policy.
- Prior to the application being approved the applicant may be requested to provide a certificate of liability insurance.
- The applicant shall be responsible for the conduct and control of both patrons and participants and shall ensure that all state, municipal, and school district regulations governing safety are followed.
- Organizations or groups using school facilities which involve large numbers of people may be required to provide police protection inside and/or outside the buildings and to act as parking lot attendants in sufficient numbers to handle anticipated crowds.
- The rental group must confine their activities to the area(s) specified in the Community Use of School Premises Contract.
- The rental group is not to use or operate any school district equipment other than that stipulated in the Community Use of School Premises Contract.
- Notice of cancellation by a rental group must be submitted to the district office at least 48 hours before scheduled event time of use or full fee will be charged.
- Community Use of School Premises Contracts are not transferable.
- Fire and safety regulations of the Board of Education, the local communities and the State of Ohio must be followed at all times.
- Additional fees will be billed upon completion of the event with payment due 30 days from the invoice date.
- Please be sure to bring the approved Community Use of School Premises Contract with you during your event.



Community Use of School Premises Application

All applications must be submitted at least thirty (30) days in advance of event to allow for contract approval.

Current Date: _____ Date of Event: _____

Organization: _____

Representative: _____

School District Employee Sponsoring Event: _____ (if applicable)

Address: _____

Preferred Phone: _____ Email: _____

Description of Activity (*SCS Coaches & SCS Advisors may attach Sport or Club Activities Schedule*):

Start and End Times of Activity: _____ to _____ (please include set-up and clean-up time)

Estimated Number of People Attending Event: _____

Building/Facility Requested: _____

Complete the Group Classification and Fee Schedule to request specific facilities, rooms, equipment and to determine applicable fees.

IMPORTANT NOTICE: This document involves important legal rights. Read it carefully before signing. By signing this document you agree that you have read ***Sandusky City Schools Community Use of School Premises Regulations and Application Process*** and agree with the general rules, regulations and fees.

Representative's Signature

Date

Sandusky City Schools Use Only

_____	Date Application Received	_____	Date of Event
_____	Date Building Availability Confirmed by _____		
_____	Date Contract Provided to Representative & Building Principal/Supervisor		
_____	Date Signed Contract and Applicable Deposit Received – Amount \$ _____		
_____	Date Approved Contract Issued to Representative & Building Principal/Supervisor		
_____	Date Final Invoice Provided to Representative – Amount Due \$ _____		
_____	Date Final Payment Received – Amount \$ _____		



Community Use of School Premises Group Classification and Fee Schedule

Group Classification

- _____ Class A – School Groups: Any group sponsored by, or under the direction of the Sandusky City School District including Parent Councils, Booster Clubs, or public meetings directly initiated by the School Board.
- _____ Class B – Local Groups: Non-Profit groups located within the boundaries of Sandusky City School District. (Must provide 501(c)3 documentation)
- _____ Class C – Non-Local Groups: Non-Profit groups located outside the boundaries of Sandusky City School District. (Must provide 501(c)3 documentation)
- _____ Class D – Commercial/Private: Commercial or private organizations.

Fee Schedule

Community Use of School Premises fees shall be based on the group classification, the purpose of the specific activity planned and the number of District staff necessary to ensure that the facility is properly maintained and supervised. Sandusky City Schools reserves the right to determine the number of staff necessary for any given event.

Facilities Fees (per hour)	Group Classification	Weekdays	Saturday	Sunday & Holidays	Estimated Cost
Custodial Services	Class A	----	----	----	
	Class B & C	\$ 30	\$ 45	\$ 60	
	Class D	\$ 40	\$ 60	\$ 80	
Dining Services					
Cafeteria Manager	Class A – D	\$ 50	\$ 70	\$ 90	
Cafeteria Worker	Class A – D	\$ 30	\$ 45	\$ 60	
<i>Kitchens are not to be used by any group without qualified Dining Services staff present.</i>					

Estimated Facilities Fees \$ _____

Maintenance Fees (per hour)	Group Classification	Weekdays	Saturday	Sunday & Holidays	Estimated Cost
Snow Plowing	Class B – D	\$ 40	\$ 60	\$ 80	
<i>The Facilities Supervisor will determine when snow plowing is necessary.</i>					

Maintenance Fees \$ _____
(Will be determined after event occurs.)

Rental Fees (per hour)	Group Classification	Weekdays	Saturday	Sunday & Holidays	Estimated Cost
Sandusky High School					
SHS – Auditorium	Class A	----	----	----	
2 hour minimum	Class B & C	\$ 100	\$ 100	\$ 100	
(max capacity 1,500)	Class D	\$ 300	\$ 300	\$ 300	
SHS – Brass Lantern	Class A	----	----	----	
(max capacity 40)	Class B & C	----	\$ 45	\$ 45	
	Class D	\$ 100	\$ 100	\$ 100	
SHS – Cafeteria (not kitchen)	Class A	----	----	----	
2 hour minimum	Class B & C	\$ 50	\$ 50	\$ 50	
(max capacity 500)	Class D	\$ 100	\$ 100	\$ 100	
SHS – Gymnasium	Class A	----	----	----	
2 hr/practice 4 hr/game minimums	Class B & C	\$ 150	\$ 150	\$ 150	
(max capacity 1,700)	Class D	\$ 300	\$ 300	\$ 300	
SHS – Room 300	Class A	----	----	----	
(max capacity 180)	Class B & C	\$ 75	\$ 75	\$ 75	
	Class D	\$ 150	\$ 150	\$ 150	
SHS – Room 301	Class A	----	----	----	
(max capacity 42)	Class B & C	\$ 50	\$ 50	\$ 50	
	Class D	\$ 100	\$ 100	\$ 100	
SHS – Classrooms	Class A	----	----	----	
(max capacity 25)	Class B & C	----	\$ 20	\$ 20	
	Class D	\$ 40	\$ 40	\$ 40	
(each additional classroom)	Class B – D	\$ 20	\$ 20	\$ 20	
Jackson & Adams					
Jackson – Gymnasium	Class A	----	----	----	
2 hr/practice 4 hr/game minimums	Class B & C	\$ 100	\$ 100	\$ 100	
(max capacity 1,955)	Class D	\$ 200	\$ 200	\$ 200	
Adams – Auditorium	Class A	----	----	----	
2 hour minimum	Class B & C	\$ 30	\$ 30	\$ 30	
(max capacity 599)	Class D	\$ 60	\$ 60	\$ 60	
Adams – Gymnasium	Class A	----	----	----	
2 hour minimum	Class B & C	\$ 30	\$ 30	\$ 30	
(max capacity 200)	Class D	\$ 60	\$ 60	\$ 60	
Elementary					
Elementary – Gymnasium	Class A	----	----	----	
2 hour minimum	Class B & C	\$ 30	\$ 30	\$ 30	
(max capacity 150)	Class D	\$ 60	\$ 60	\$ 60	
Elementary Classrooms	Class A	----	----	----	
(max capacity 25 each)	Class B & C	----	\$ 20	\$ 20	
	Class D	\$ 40	\$ 40	\$ 40	
(each additional classroom)	Class B – D	\$ 20	\$ 20	\$ 20	

Estimated Rental Fees \$ _____

Rental Fees (per hour)	Group Classification	Weekdays	Saturday	Sunday & Holidays	Estimated Cost
Athletic Facilities					
SCS – Grass Fields	Class A	----	----	----	
2 hr/practice 4 hr/game minimums	Class B & C	\$ 100	\$ 100	\$ 100	
	Class D	\$ 200	\$ 200	\$ 200	
SHS - Auxiliary Gymnasium	Class A	----	----	----	
2 hr/practice 4 hr/game minimums	Class B & C	\$ 75	\$ 75	\$ 75	
(max capacity 300)	Class D	\$ 150	\$ 150	\$ 150	
SHS – Baseball Field	Class A	----	----	----	
2 hr/practice 4 hr/game minimums	Class B & C	\$ 20	\$ 20	\$ 20	
	Class D	\$ 40	\$ 40	\$ 40	
SHS – Natatorium	Class A	----	----	----	
2 hr/practice 4 hr/meet minimums	Class B & C	\$ 100	\$ 100	\$ 100	
(max capacity 175)	Class D	\$ 200	\$ 200	\$ 200	
<i>Renter must provide Certified Life Guards (based on number of participants).</i>					
SHS – Stadium	Class A	----	----	----	
2 hr/practice 6 hr/game minimums	Class B & C	\$ 250	\$ 250	\$ 250	
(max capacity 5,000)	Class D	\$ 350	\$ 350	\$ 350	
(max capacity home side 3,850)					
SHS – Stadium Lighting	Class A	----	----	----	
	Class B, C & D	\$ 100	\$ 100	\$ 100	
SHS – Tennis Courts	Class A	----	----	----	
	Class B & C	----	----	----	
	Class D	\$ 100	\$ 100	\$ 100	
<i>Athletic fields (football & grass) are to be used only for the purpose for which they were designed and are maintained. Requests for exceptions are to be handled individually upon merit, through the CEO & Superintendent. Minimum times: 2 hours per practice, 4 hours per game, and 6 hours per any other event.</i>					
Parking Lots	Class A	----	----	----	
	Class B & C	----	----	----	
	Class D	By Agreement	By Agreement	By Agreement	

Estimated Rental Fees \$ _____

Additional Services	Group Classification	Item Cost	Number of Items	Estimated Cost
Port-A-John	Class B – D	\$ 75		
Audio Visual Equipment				
Microphone – corded	Class B – D	\$ 15		
Microphone – cordless	Class B – D	\$ 25		
Musical Instruments				
Grand Piano	Class B – D	\$ 50		
Piano Tuning	Class B – D	Current Rate		
Keyboard	Class B – D	\$ 30		
Lights (per hour)				
Spotlights	Class B – D	\$ 10		
Stage Lights	Class B – D	\$ 8		
Stage Manager	Class B – D	\$ 30		
Staging and Furniture				
4 x 8 Risers (per section)	Class B – D	\$ 5		
Choir Risers (per section)	Class B – D	\$ 25		
Podium	Class B – D	\$ 10		
Table	Class B – D	\$ 5		
Chair	Class B – D	\$.50		
Music Stand	Class B – D	\$.50		
Stage Projection Screen	Class B – D	\$ 25		
<i>Other items may be available as negotiated – pricing varies.</i>				

Estimated Additional Services Fees \$ _____

Estimate Summary:

Page 5 – Estimated Facilities Fees \$ _____

Page 6 – Estimated Rental Fees \$ _____

Page 7 – Estimated Rental Fees \$ _____

Page 8 – Estimated Additional Services Fees \$ _____

Total Estimated Cost – Deposit Due with Application \$ _____

Actual final cost will be determined by District representative.



Community Use of School Premises Hold Harmless Agreement

Date: _____

Organization: _____

Representative: _____

We agree to protect, indemnify, save and keep harmless Sandusky City Schools against and from any and all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about said premises causing injury to any person or property, including injury to ourselves, and will protect, indemnify, save and keep harmless the above mentioned parties from any and all claims, costs or expense arising out of our use of the premises for the purposes of (Activity) _____, and comply with and perform all the requirements and provisions agreed to and required by Sandusky City Schools during period commencing (Date & Time) _____ at the premises of (Building/Facility Requested) _____.

We also agree not to allow entrance to the premises or use of the premises by anyone who has not previously been authorized entrance or use of the premises, and who has not previously agreed to protect, indemnify, save and keep harmless Sandusky City Schools.

We also agree to pay for any damages to the premises and equipment caused by our use or negligence, excluding normal wear and tear of the premises or equipment.

We also agree to notify Sandusky City Schools of any damages or hazardous conditions immediately and to immediately discontinue use of the premises, until the condition can be corrected.

The following person(s) have read and agreed to all the conditions and upon their request will be furnished a photocopy of those conditions.

Representative

Date

School Representative

Date