

## USE OF FACILITIES AND EQUIPMENT

### **RATIONALE**

The purpose of this Administrative Guideline is to establish guidelines for the use of school facilities and equipment by residents of Rocky River, community groups, and local organizations.

### **PROCEDURES FOR IMPLEMENTATION**

The Executive Director of Support Services, Supervisor of Facilities Operations, and Building Administrators will be responsible for the judicious administration of this Guideline and for the maintenance of appropriate records.

A. Priorities:

1. The educational program and associated activities, other school district sponsored programs, activities, or groups, and the educational needs and welfare of the Rocky River students will be given first consideration for use of facilities.
2. Consideration for use of facilities by others will be given in the following order of priority. However, terms of signed leases and signed Building Use Agreements will supersede this order of priority.

#### **CLASS A:**

- a. Rocky River School related groups (e.g., PTA, Boosters, Concession Stand Volunteers, Education Foundation, Alumni/Parent Association or athletic development programs approved by the athletic director covered by school liability insurance)
- b. Rocky River Recreation Commission Programs
- c. Non-profit groups officially sponsored by Rocky River community service organizations or by accredited educational institutions located in the School District, one-half or more of whose membership consists of residents of this School District.

- d. Ohio High School Athletic Association Tournaments as approved by the Superintendent/Designee.
- e. polling places, for holding elections and for the registration of voters, or for holding grange or similar meetings.

**CLASS B:**

Rocky River community groups whose participation in the school facility is made up of at least one half or more Rocky River residents. The purpose of such groups could be as follows:

- a. giving instructions in any branch of education, learning, or the arts;
- b. holding educational, religious, civic, social, or recreational meetings and entertainment, and for such other purposes as promote the welfare of the community; provided such meetings and entertainment shall be non-exclusive and open to the general public;
- c. public library purposes, as a station for a public library, or as reading rooms;

At the time of application for a permit, a roster of those participating in the event or game may be required. Falsification of this roster will result in being banned from any use of Rocky River School facilities and a back charge of \$500.

**Class B Labor Rates**

Custodian - \$42.00 per hour  
Maintenance: \$43.00 per hour  
Food Service - \$31.00 per hour  
\*Holiday Rate Multiplier of .20 will apply

**CLASS C:**

School owned facilities not used for the regular instructional program may be rented or leased to non-profit groups not sponsored by Rocky River non-profit organizations and profit-making groups when such rental or lease is consistent with the district's operations. Generally, school owned facilities used for the regular instructional program will not be rented or leased to groups except those listed above.

Class C Labor Rates

Custodian - \$42.00 per hour  
Maintenance: \$43.00 per hour  
Food Service - \$31.00 per hour  
\*Holiday Rate Multiplier of .20 will apply

B. General Conditions of Use:

1. Outside facilities at Rocky River High School and Rocky River Middle School may be available for public use from 5:00 a.m. until 10:00 PM, in accordance with established rules and regulations, when not being used for school activities.
2. Rocky River High School track and Middle School walking paths may be used beyond sunset for quiet exercising between 5 AM and 10 PM.
3. Rocky River High School Stadium Field and the baseball and softball fields may be used by written permit only.
4. Lawn areas in front of school buildings are not to be used as game fields.
5. No person will operate or cause to be operated any unauthorized motor vehicle, including but not limited to, mini-bikes, motorcycles, go-carts, snowmobiles and all-terrain vehicles, on school property.
6. Golf -- the practice of golf and the swinging of golf clubs are prohibited on school premises except as part of an authorized program.
7. Skate boards, ice skates, roller skates or wheel/blade devices are not permitted on school property.

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8. Dogs and domestic animals may not be walked or brought to relieve themselves on school property.
9. Equipment -- school equipment and supplies may not be used except as specifically authorized on the application.
10. When schools are closed due to inclement weather or other emergency, all permits are considered canceled.
11. Parking permitted only in designated areas.
12. Snow removal rates: \$43.00 per hour, per maintenance worker needed.
13. Labor fees will be charged pre and post event setup/tear down.

C. Request for Use of Facilities:

Requests for use of school facilities will be made via online form available on district website. The administrator of the Recreation Department for the City of Rocky River will meet with the Executive Director for Support Services and the Director of Athletics and Student Activities prior to July 15 to schedule school and recreational use of the athletic facilities for the months of September through March; and prior to January 15 to schedule the use of facilities for April through September. The schedule for the use of facilities will be developed with the understanding that PTA groups of the Rocky River City School District may require use of facilities which would necessitate some alteration in the overall scheduling.

D. Approval:

1. The Facilities Supervisor may approve requests for use of facilities or equipment.
2. The following requirements must be met:
  - a. No person will be excluded from use of the facilities or equipment on the basis of sex, age, marital status, race, color, creed, religion, disability, or national origin.
  - b. All rules and regulations pertaining to facilities and equipment usage will be enforced, including Board policies forbidding use of tobacco, alcohol, and illegal drugs on school premises.

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- c. Responsibility for loss or damage to equipment or facilities will be assumed by the lessee.
  - d. Written lists of chaperones or persons present and responsible will be furnished on request.
  - e. All activities will be open to inspection by school officials at any time.
  - f. Failure to follow the rules in this Administrative Guideline is sufficient cause not to approve future Applications for Use of School Facilities or equipment.
  - g. The requirements which are set forth in the Building Use Agreements and/or leases.
  - h. The Superintendent/designee may require that the sponsoring organization have on duty a responsible supervisor other than the person conducting the program, or may require that the sponsoring organization pay the district for supervision to be provided by the district.
  - i. The Superintendent/designee retains the right to not approve requests, which are judged not to be in the best interest of the School District.
  - j. Inflatables of any type are not permitted on school property at any time.
3. Following review of the application, the Facilities Supervisor may require the leasing organization to:
- a. provide parking attendant(s)
  - b. provide fire and police supervision
  - c. provide comprehensive liability policy including bodily injury or property damage with limits of \$2,000,000 or higher, per occurrence with the Board named as co-insured.
  - d. enter into a comprehensive lease or building use agreement.
  - e. meet other such requirements necessary for safe and proper operations (i.e. additional lifeguards).

4. A copy of the request form indicating approval will be forwarded to the applicant, together with any special instructions. Until receipt of this approval, a permit is not to be considered to have been granted.
5. A permit can be canceled at any time by the Rocky River Board of Education if it is in conflict with school use of the facility even if a permit is issued.
6. In the event a request is not approved, the applicant will be so notified.

E. Building Availability

Rental of facilities will be available:  
Monday through Friday 5:00 PM – 10:30 PM  
Saturday through Sunday 7:00 AM – 10:30 PM

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F. Facility Use Fees:

1. Facility Use Fees:

Rocky River Schools Rental Fees	Class A	Class B	Class C	Rental Duration
Classrooms (All Schools)	NONE	\$20.00	\$30.00	2 hour min.
Commons (High School, Middle School, Kensington, Goldwood)	NONE	\$40.00	\$60.00	2 hour min.
Cafeteria (High School, Middle School)	NONE	\$40.00	\$60.00	2 hour min.
Media Center (High School, Middle School)	NONE	\$45.00	\$70.00	2 hour min.
Wager Gym, Kensington Gym, Goldwood Gym, Middle School Aux. Gym	NONE	\$40.00	\$80.00	2 hour min.
Middle School Main Gym	NONE	\$65.00	\$90.00	2 hour min.
High School Main Gym	NONE	\$80.00	\$120.00	2 hour min.
Combo Gym Package HS (Main & Wager Gym)	NONE	\$100.00	\$130.00	2 hour min.
Pool (LIFEGUARDS REQUIRED)	NONE	\$125.00	\$190.00	2 hour min.
HS Auditorium	NONE	\$140.00	\$225.00	3 hour min.
HS Auditorium Rehearsal	NONE	\$95.00	\$150.00	3 hour min.
Sound & Lighting (PER HOUR)	NONE	\$40.00	\$60.00	3 hour min.
Baseball Fields (Varsity,JV,Softball) (PER SESSION)	NONE	\$50.00	\$75.00	Per Session
Stadium	NONE	\$100.00	\$150.00	2 hour min.
Stadium Lights (Flat Rate)	NONE	\$100.00	\$100.00	Flat Rate
Stadium Scoreboard & PA	NONE	\$30.00	\$45.00	Per Game
Stadium Locker Rooms (Each Per Day)	NONE	\$30.00	\$45.00	Per Day (Each)
Playoffs / State Competitions (All Sports/Activities)		TBD		
<b>Labor rates additional to facilities rental</b>	<b>per hour rate</b>			
Custodian	\$42.00	\$42.00	\$42.00	
Food Service	\$31.00	\$31.00	\$31.00	
Maintenance	\$43.00	\$43.00	\$43.00	

\*Holiday rate multiplier of \$0.20 will apply to all classifications.

2. Equipment Use:
  - a. Equipment will not be made available nor leased for use off school premises by non-school groups.
  - b. Equipment may be lent to school related groups without a fee being charged by the Facilities Supervisor. However, if technical assistance is needed, a fee may be charged.
  - c. Wifi will be available upon request.
3. Damage to Property:

A fee will be charged equal to cost of repair plus 10%.
4. See AG 7510A for additional facilities use requirements.

R.C. 3313.75, 3313.76, 3313.77

Approved 6/21/01  
Revised 3/20/02  
Revised 4/28/10  
Revised 3/10/11  
Revised 11/17/15



## USE OF DISTRICT FACILITIES

### Applications

Any organization or individual desiring to use District facilities shall complete an on-line application.

- A. Facilities Operations shall clear each application with respect to date, time and other arrangements and will approve or deny the use of school facilities on the basis of Board policy.
- B. Each applicant shall submit, prior to approval, proof of liability insurance covering facility use in the amount of \$2,000,000.
- C. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the District with or without due notice. All approvals are to be granted with this understanding.

### Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

### Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy 7434). All users are responsible for complying with this regulation.
- D. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

- E. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- F. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames is prohibited.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- I. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval.
- J. 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.
- K. No unauthorized methods of obtaining funds is permitted in District buildings or on District grounds.
- L. A school custodian shall be on duty whenever a facility is being used except as exempted by the Superintendent/Designee. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facilities are left in good order after the activity is over. The custodian's time, will be charged as part of the schedule of fees established for use of district facilities.
- M. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Q. Non-marking gym shoes must be worn when using any gymnasium floor.
- R. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- S. Lawn areas in front of school buildings are not to be used as game fields.
- T. No person will operate or cause to be operated any unauthorized motor vehicle, including but not limited to, mini-bikes, motorcycles, go-carts, snowmobiles and all-terrain vehicles, on school property.
- U. Golf – the practice of golf and the swinging of golf clubs are prohibited on school premises except as part of an authorized program.
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- F. In the event a request is not approved, the applicant will be so notified.

FEE FOR USE OF DISTRICT BUILDINGS

See AG7510 for Rental Rate Structure

Approved 4/26/11