Revised 03/13/13

OLENTANGY LOCAL SCHOOLS
BOARD OF EDUCATION

RENTAL PROGRAM

PLEASE READ CAREFULLY

We encourage all potential renters of school facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. **All** groups or individuals must have a completed Facility Use form before using any Olentangy Local School buildings. Misunderstandings about procedures and questions about unexpected fees might be eliminated with the reading of the booklet.

USER'S RESPONSIBILITY

The group or organization using the school facilities shall hold harmless the members of the Olentangy Board of Education and all school employees from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this booklet to the Olentangy Board of Education.

USE OF FACILITIES

As a community service, the Olentangy Board of Education offers certain facilities within the various schools to be utilized by the residents of the Olentangy School district, the community groups and local organizations within the limits of the Ohio Revised Code.

PRIORITY

The needs and requirements of the educational programs and the general welfare of the students as constituted through various activities shall be given first consideration for the use of the facilities. PTO groups, school sponsored or authorized groups, and recreation programs receive the next priority.

The facilities of the school district are generally not available for rent by groups or organizations outside of the Olentangy School district.

School facilities are not for rent to groups or organizations whose main purpose is to make a profit, or for individuals or private businesses conducting programs for profit except for employee in-service, training, or recreation.

RENTAL FEES

The Olentangy Board of Education's philosophy is that facilities should be available for community activities at a nominal fee. However, that fee must cover the costs of salaries and overhead. It is the belief of the Olentangy Board of Education that general fund monies used to provide a quality education for the students of the school district should not be used to subsidize the rental of school facilities. The rental program of the Olentangy Local Schools is provided as a community service. The philosophy of the Board of Education is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the schools.

The program must be operated within a framework of economically sound business principals. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance so that no funds are taken away from the education program to subsidize the rental program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, but to enjoy them as taxpayers and citizens of this community.

A facilities rental form is required for any group using the facility regardless of affiliation with the district such as a school support organization.

BUILDING RESPONSIBILITY

The responsibility for the school building remains in the hands of the school principal until he or she leaves the premises. The school custodian, representing the school district, then assumes the responsibility to see that the building and its contents are in order and that activities are properly supervised. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent the facilities apart from any agreed upon setups. At least one custodian is required to be on-site during the entire time the renter is occupying the facility and will be compensated at the standard rate per the Facilities Rental Guidelines.

SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision.

Liability insurance is required for building rentals; the renting organization must provide a public liability policy of not less than one million dollars ($1,000,000.00). A certificate of insurance is to be issued to the Olentangy Local Schools Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board and must be on file with the Office of Business Management no less than one (1) week prior to the date of rental. The Director of Business Management must approve exceptions to the requirement.

SPECIAL SERVICES

Groups requesting special services of the setup of tables and chairs can be charged at the prevailing hourly rate for custodial services. The tables and chairs in each facility will be made available. Olentangy Local School District will not move tables and/or chairs between buildings. If additional tables and/or chairs are needed, it will be the renters' responsibility to acquire and transport this additional furniture.

EQUIPMENT USAGE

School equipment and furniture, including tables and chairs, are not for rent to any group for use off of school premises and will not be transported between buildings.

Employees may not use school equipment for personal use or personal business.

Groups renting facilities cannot use audio-visual equipment unless such equipment is specified in the contract and a district appointed representative is used to operate the equipment. The renter is required to compensate the district representative for their time per the Board approved fee schedule.

RENTAL TIME

The rental rate begins when the custodian arrives to open / setup the building. This time may vary from half an hour to an hour before the event is scheduled. The fee shall end when the building has been cleaned up and closed by the custodian. No rental will be allowed after 9:00 p.m. on weekdays and 11:00 p.m. on weekends. Please cover your total time required plus any additional services in your contract request to avoid embarrassment and hard feelings. There is a minimum rental of four hours for weekends. Abuse of rental time may result in cancellation of a contract and future rental applications may not be approved.

CAFETERIA KITCHENS

Any request for the use of the kitchen facilities must be part of the contract. An employee of the Food Service Department must supervise any use of the kitchen equipment. This employee will be compensated per the board approved fee schedule.

SNOW/ICE REMOVAL

When there is inclement weather on a weekend while our facilities are being rented, the Olentangy Local Schools maintenance staff will clear the snow and spread salt as needed. This service will be performed at our discretion and billed back to the group or individual that has submitted the form for the facility rental. The cost of the salt will be based on actual usage billed at the fair market value at the time of the use. All maintenance will be performed by the Olentangy Local Schools. Outside vendors may not be used for these services.

PROCEDURES FOR OBTAINING A FACILITY USE CONTRACT

1. Rental information and blank contracts should be picked up from the office of the desired facility.

2. The completed contract must be returned to the desired facility at least two weeks prior to the rental date.

3. The principal or supervisor will sign and estimate the costs. The contract will then be forwarded to the Business Management Department.

4. The Business Management Department will issue the original of the facilities use agreement to the person who signed the contract and a copy to the school building representative.

RULES AND REGULATIONS

1. Contracts for the rental of school facilities can be obtained from the principal of the desired facility. A request should be submitted at least two weeks prior to the event or the date when the facilities are to be used when a series of dates are desired.

2. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.

3. The User agrees to assume responsibility for all liabilities arising out of the occupancy of building or grounds use, it being understood and agreed that the school district assumes no obligation regarding the use of such premises.

4. Contracts will be issued for specific areas of a building. It shall be the responsibility of the User to ensure that the remainder of the building is not entered.

5. The User shall assume responsibility for securing police protection and/or traffic control when in the school district's opinion such police attendance is necessary, with costs borne by the renter.

6. The User shall be responsible in case of loss or damage to school properly as a result of the reservation. Reimbursement to the school district is mandatory. Future use may be denied.

7. Alcoholic beverages, drugs, profanity, and gambling are prohibited on school property. Smoking is prohibited. Users of facilities must comply with state and local fire and safety regulations.

8. The maximum length of any school rental agreement will be one year.

9. Cancellations shall be made through the Office of Business Management. In case of cancellation, the User will be responsible for any costs to the school district of its personnel prior to the cancellation.

10. Invoicing of facilities rentals shall occur approximately one week after use of the facility to the Treasurer at the Central Administrative Offices. Payment of facilities rental fees shall be made in full within 30 days of the date of the invoice. Long-term renters may arrange monthly payment schedules.

11. The Olentangy Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.

12. All equipment is to be put back exactly where it was located prior to the activity.

13. No kitchen is to be rented to outside groups unless a cafeteria employee is in attendance during the period of such use. The organization renting the facility shall compensate the Board of Education for the cafeteria employee at the rate contained in the latest schedule of fees.

14. Failure to follow all of these stipulations will result in immediate loss of facility use.

15. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor shall not be worn or used in any building.

16. The sponsor, chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another participant.

OLENTANGY LOCAL SCHOOLS

USE OF SCHOOL FACILITIES

Priorities for Use of Facilities

Facilities shall be assigned according to the following priority rankings with consideration for the date of application:

Group I - School groups participating in co-curricular activities

Examples: Theatre, band, choral groups, interscholastic athletics, clubs related to curricular activities, student government, supervised recreation, booster groups, PTAs, OYAA activities, school-sponsored community education programs.

Group II - Nonprofit groups whose activities are student-related

Examples: Scouts, 4-H, school support groups, and state athletic functions, club volleyball etc.

Group III - Broad interest, nonprofit community groups whose benefits go to charity, community projects, or schools

Examples: Adult community (principal members of the organization must reside within the boundaries of the school district or at least 50% of them), civic/service, churches, non-profit community recreation programs, theater groups, dance recitals, and political groups.

Group IV - Organized community groups, benefits going to the organization or individual

Examples: Profit community, business/industry, recreational programs for adults, non-community business, adult organizations, private or parochial schools