

# River Valley Local School District

## Rental Guidelines

Adopted by the  
River Valley Local School District  
Board of Education

Our mission is to provide a quality education in a safe learning environment for all students through a high performing organization committed to continuous improvement. In order to be successful with our mission, we focus on the following goals:

- Safe Learning Environment
- High Student Achievement
- Effective and Efficient Operation
- High Performing Workforce

Adam Wickham  
Superintendent

Brittany Keller  
Treasurer

## **Policy and Procedure**

River Valley Local School District takes great pride in the facilities our community has provided for educating the youth of our District. The facilities and operations departments maintain and clean our buildings and athletic facilities with an enormous amount of pride. It is the mission of these departments to provide an optimal environment for all learning situations.

As a service to the community, River Valley Local School District and the River Valley Local School District Board of Education members welcome and invite organizations to use the facilities. 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 District.

All facilities are scheduled through the building principals and/or the athletic director. Prospective renters will need to complete a building use request form and submit it to the building principal for review. The principal will determine if a conflict in usage exists, and if necessary, can offer alternate possibilities for your event.

To assure sound economic practices, a fee schedule has been established for all facilities. The fees cover operations and maintenance costs, so that educational funds are not required to subsidize facility usage.

The River Valley Local School District Board has adopted the following procedures and guidelines to assist in administering the rental of the buildings and athletic facilities. Your responsibility in using these facilities, is to respect, protect and to help care for school property and equipment.

## Use of District Facilities

### Applications

1. Any organization desiring to use District facilities must submit a building use request form to the building principal. The building principal will then review the application in respect to the date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board Policy.
2. Charges for school personnel shall be based on the appropriate rate of pay (with benefits) for persons in the respective job classification (Custodian, Food Service Manager, Supervisor, etc.) whenever extra pay for school employees is required as a result of the use.
3. Please note that prior to final approval for any event by the Superintendent or designee, each applicant must provide proof of liability insurance naming Board of Education- River Valley Local School District as an additional insured under the policy with minimum liability limits of \$1,000,000 per occurrence. In addition, a signed Hold Harmless Clause must be submitted.

Certificate should read:

Board of Education- River Valley Local School District  
197 Brocklesby Road  
Caledonia, OH 43314

4. The District reserves the right to demand sufficient time for full investigation, notice and arrangements of all request for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued with or without due notice. All approvals are to be granted with this understanding.
5. In no case will those who have been granted permits assign, transfer, sublet or charge a fee to others for the use of school property.

### 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. The District will not approve a facility rental for gun shows or any weapon show or markets as well as any groups such as hate groups (whether or not they have stated membership limitations), hacker conventions, groups promoting plagiarism, or those that are pervasively vulgar or promote imminent lawless action.

### 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. In order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.
- C. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a volunteer, teacher, instructor, athletic official, other employees of the schools or students, including but not limited to any person engaged in the conduct of school-sponsored business or activities.
- D. The District reserves the right to request payment of estimated fees in advance.
- E. Smoking and the use of tobacco substitute products is prohibited in accordance with District Board Policy. Alcoholic beverages and controlled substances will not be permitted on District property at any time. All users are responsible for complying with these regulations.
- F. Only authorized animals, including "service animals" required for use by a person with a disability, may visit school premises at any time. 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.

- 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 Resource Manager. The use of candles or open flames are not permitted to be used within the District building.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building.
- I. Use of stages, furniture and equipment must be arranged in advance and may require building personnel to operate said equipment. Additional custodial services required for work not done satisfactorily will be paid for by the renting group. Arrangements must be made with the building for use of any special or extra equipment. Charges for equipment, if any, will be indicated on the Rental Permit.
- J. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- K. A school custodian shall be on duty whenever a facility is being used except as exempted by District Administration. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including prep-time and/or clean-up time, will be charged at the appropriate hourly rate including benefits. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- L. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group/organization, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- M. Corridors, exits and stairways must be free of obstructions at all times. Spectators must never stand or sit so they block exits, stairways or aisle ways.
- N. The District will not be responsible for any loss or damage of valuables or personal property.
- O. Non-marking gym shoes must be worn when using any gymnasium floor.
- P. A request to use the P.A. system or scoreboard must be noted on the rental application. If permission is granted to use the P.A. system and/or scoreboard, a River Valley Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.
- Q. Gaffers tape and spike tape only may be used in the auditorium. There will be no staples, nails, tacks, pushpins, safety pins, tape, etc., used to hang any items on the seats, walls, drapes or cyclorama.
- R. Anything brought in by the renters will need to be taken out before we can determine that the facility is clean and acceptable. If the renter leaves before this, the renter will be charged an additional custodial fee for removing items and/or cleaning up the mess left behind by the renter.

### Fee for Use of District Buildings

- A. The District reserves the right to request a personal guarantee, payment or down payment of estimated fees in advance for Groups I and II. In all other cases, final payment will be made to the Office of Treasurer within (30) business days after the invoice date. The person affixing his or her signature on the contract as the responsible representative of the renting group or organization must have the authority to act on behalf of the group or organization and assumes these risks and liabilities in the name of the group or organization.
- B. Users falling within Group III, must submit payment in full within 30 days prior to the event.
  - a. An estimation of the cost for rental of the District facility will be calculated. This estimate will include all applicable fees set forth on the rate schedule herein. Rental rates are subject to change.
  - b. If the actual costs incurred by the School Board in renting the District facility are more than the estimated cost, then the rental group will be charged for the additional amount. If the actual costs incurred by the School Board is less than the estimated cost, then the rental group will be reimbursed for the overcharge.
- C. All organizations or persons granted the use of schools shall assume the following charges are indicated, and the cost of such additional staff services (including custodial or kitchen personnel) as may be required.
- D. Make all checks payable to: River Valley Local School District
- E. Remit payment to:

River Valley Local School District  
Office of Treasurer  
197 Brocklesby Road  
Caledonia, OH 43314

#### Kitchen- Cafeterias

Arrangements must be made with the Food Service Assistant Director for kitchen use, equipment, supervision and extra help. Charge for Food Service personnel shall be made according to the Special Services Fee Schedule.

Any request for the use of kitchen facilities must:

- Be part of the contract
- Have the approval of appropriate Food Services personnel
- Be supervised by an employee of the Food Service Department

Any food served must be prepared by a licensed caterer, or renter must have a temporary food license for each event, issued by the Department of Health. Catering services are available through the Food Service Department.

For kitchen/cafeteria arrangements (including catering) call: Jenny Kitts at (740) 361-6122.

## **Rental Group Categories**

### **Group I**

Definition: a non-profit community group within the boundary of River Valley Local School District whose activities are River Valley Local School District student related or whose benefits go to charity, community projects or River Valley Local Schools.

Examples: PTA/PTO Groups, School Booster Groups, Inter-school Clubs, Scouts, Political Groups, Municipal Groups, and Senior Citizen Groups, etc.

### **Group II**

Definition: a non-profit or profit-making group within the boundary of River Valley Local School District whose benefits go to the organization.

Examples: Religious, Civic Band/Symphony, Local Group/Business Recreation, Vocal Groups, Theater Groups and Local Dance Recitals.

### **Group III**

Definition: a non-profit or profit-making group whose main office or manufacturing facility is not within the River Valley Local School District. (Intended use is for general meetings, employee in-service, training or recreation) Groups are not permitted to rent District facilities as a platform for running a business.

### Rental Group Fees

#### Elementary Buildings

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>
Gymnasium	N/C	\$10	\$50
Kitchen & Dining Room	N/C	\$40	\$60
Dining Room Only	N/C	\$30	\$40
Classroom	N/C	\$20	\$30
Other	N/C	\$20	\$30

#### High School & Middle School

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>
Gymnasium	N/C	\$150	\$250
Kitchen (3)	N/C	\$75	\$125
Cafeteria/Commons	N/C	\$100	\$200
Auditorium (1)	N/C	\$150	\$250
Auditorium with lights, sound (2)	N/C	\$300	\$400
Classroom	N/C	\$50	\$75
Other	N/C	\$50	\$75

1. Includes podium and one microphone. (requires student representative present for Group I renters; requires House Manager present for Group II and Group III renters)
2. Use of sound system and lights. (requires House Manager and Technical Personnel)
3. Kitchens require approval from RVLS Food Services and appropriate staff.

**RIVER VALLEY LOCAL SCHOOL DISTRICT  
SCHOOL BUILDINGS RENTAL CONTRACT**

Applicant Name and Title \_\_\_\_\_

Group or Organization Name \_\_\_\_\_

Event Name/ Function \_\_\_\_\_

Applicant Phone # (s): \_\_\_\_\_

Applicant email: \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Admissions to be charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Number of Persons Expected at Event: \_\_\_\_\_ Will you have concessions? \_\_\_\_\_

School Requested \_\_\_\_\_

Specific Areas of Building Requested \_\_\_\_\_

Event Date(s) Requested \_\_\_\_\_ Hours Requested \_\_\_\_\_

Rehearsal Date(s) Requested \_\_\_\_\_ Hours Requested \_\_\_\_\_

Additional Information for Events/Rehearsals: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our Group/Organization possesses liability insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name \_\_\_\_\_ Policy No. \_\_\_\_\_

Rental Fee:

High School/Middle School:

Gymnasium \_\_\_\_\_

Kitchen \_\_\_\_\_

Cafeteria/Commons \_\_\_\_\_

Auditorium \_\_\_\_\_

Classroom \_\_\_\_\_

Custodian \_\_\_\_\_

Food Service Personnel \_\_\_\_\_

Elementary Building:

Gymnasium \_\_\_\_\_

Kitchen & Dining Room \_\_\_\_\_

Dining Room Only \_\_\_\_\_

Classroom \_\_\_\_\_

Custodian \_\_\_\_\_

Food Service Personnel \_\_\_\_\_

Total Fees Due \_\_\_\_\_

Total Fees Due \_\_\_\_\_



Signature of Representative \_\_\_\_\_

Printed Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Recommended for Approval \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent

Amount Paid \_\_\_\_\_ Date \_\_\_\_\_