



PLAIN
LOCAL SCHOOLS



Plain Local School District

Athletic Facilities Rental Policy



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Rental Policy Overview

Plain Local School District Athletic Facilities Rental Policy

Thank you for your interest in renting Athletic Facilities in the Plain Local Schools. Please read the attached packet carefully. Included, you will find:

- The facility use policy
- Insurance requirement statement
- The process of renting
- The fee structure for various facilities
- The additional rental fee structure for Class II and Class III organizations
- The estimated cost of the rental worksheet
- The facility request

If you are still interested in renting one of our facilities after examining the information provided, please complete and return:

- The facility request
- The estimated cost of the rental worksheet
- Your Certificate of Insurance Liability listing Plain Local Schools
- 501-C3 if applicable, for a Class II rental

Once the packet is filled out and returned, we will check for availability of the facility. This packet can be emailed, faxed, or returned to our Central Office. All requests must be submitted a minimum of two (2) weeks prior to the scheduled event. If your request is approved by the Administration of the Plain Local School District, you will receive notification of the approval and we will send you a contract. Note that a 50% deposit will be required with a signed contract that must be returned to the Central Office building. Please direct any questions to the Athletic Department at (330) 491-3850 or gohsathletics@plainlocal.org.

Thank You,

Scott Garcia
Athletic Director

Facility Use Policy

It is the policy of the Plain Local School District to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Plain) the use of school buildings to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is by law vested in the school and the administration. The rules and regulations governing the buildings are delegated to the Superintendent of Schools or his/her designee.

Classifications of Prospective Renters

CLASS II: Non-school related community groups and non-profit organizations. Non-profit groups must provide proof that they hold a 501-C3 designation. The 501-C3 documentation must be returned when the worksheet and facility request are returned to determine fees.

CLASS III: For profit groups who charge fees and or admission, sell products or merchandise, or solicit donations for the purpose of personal profit.

SPECIAL NOTE: All rental requests cannot be granted until the yearly district and individual school calendars have been approved. In addition, the determination needs to be assessed at the time of the request to make sure that the space is available. Our school functions that include academic, athletic, social, and extended studies programs will take first precedence.

Certificate of Insurance

A Certificate of Insurance naming Plain Local Schools as an also-insured on liability insurance will be required of the lessee. Any damages that arise during the use of Plain Local facilities will be the responsibility of the lessee. Certificates must be submitted at least two weeks prior to the event.

Process

Organizations will apply for use through the facility request process.

- Requests will be reviewed by Plain Local Administration.
- Organization classification will be determined.
- The rental agreement option will be determined (See Rental Options).
- Cost will be calculated.
- Organization will be notified of approval.
- Signed contract and deposit required, 50% of cost due two weeks prior to the event.

Rental Fees

In addition to the facility rental, there could be additional charges for each item needed in the chart below beyond the facility options listed above. Please pay special attention to the support service section. If there is an audience, parking and law enforcement will be required. Also, if any additional help is required based on the projected audience, additional custodial costs could be incurred.

FACILITY	CLASS II	YES	CLASS III	YES
GlenOak High School				
Stadium (Full Day)	\$1000 (8 hour day)		\$1500 (8 hour day)	
Stadium (by Hour)	\$150/hr		\$200/hr	
Practice Field	\$100/hr		\$150/hr	
Varsity Baseball Field	\$100/game		\$150/game	
Varsity Softball Field	\$100/game		\$150/game	
Main Gym per hour (3 hour minimum)	\$75/hr		\$100/hr	
Auxiliary Gym per hour (3 hour minimum)	\$75/hr		\$100/hr	
Oakwood/Glenwood Gym	\$75/hr		\$100/hr	
Elementary Gym	\$50/hr		\$75/hr	
Support Service Fees (per hour/per person)*	Fees per hour		Fees per hour	
Custodial Charges - to be determined	\$43/hr		\$43/hr	
Food Service Staff Charges - to be determined	\$30/hr		\$30/hr	
Site Manager	\$50 minimum \$100 full day		\$50 minimum \$100 full day	
Clock Operator/Gate Worker	\$35/game		\$35/game	
Law Enforcement - required with crowd	\$35/hr or minimum of 3 hr.		\$35/hr or minimum of 3 hr.	
Parking Lot attendant	\$20/hr		\$20/hr	

*Support staff will be verified based on need.

Plain Local Schools Facility Usage Worksheet

Description of event:

Date(s) and Time(s): _____

Theater Rental (Option Type):	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
Additional costs from chart above:	_____
TOTAL:	_____
501(c)(3) included if applicable:	_____
Certificate Of Insurance provided:	_____
Date information was received:	_____

Facility Event Request Form

For
Athletic
Facilities

Name of Event: _____

Name of group using facility: _____

Contact person who will be present at event : _____ Cell: _____

Contact person for public: _____ Phone: _____ Flyer available: _____

Email: _____ Website link: _____

Event SET-UP time: _____ Event START time: _____

Event TEAR DOWN time: _____ Event END time: _____

Applicant's signature: _____ Date submitted: _____

Applicant's name printed: _____

Areas of the building being used for the event:

A108 (COMP)	B101	C101	D101	M108	L206 (VIDEO)
A109	B104	C104	D104	M112	L207 (VIDEO)
A110	B105	C105	D105	M114	P104 (LIGHT)
A111	B106	C106	D106	M116	P108
A112	B109	C108 (COMP)	D108 (COMP)	M122	P116
A116 (COMP)	B110	C109	D109	M123 (COSMO)	P122 (BLACK BOX)
A201	B110	C110	D110	M129 (COSMO)	P134 (BAND)
A204	B112	C111	D111	M147	P138
A206	B113	C112	D112	M149	P146
A208 (COMP)	B201	C113	D113	M207	P149 (CONST)
A209	B204	C114	D201	M208	W104 (WEIGHT)
A210	B205	C201	D204	M212	W105
A211	B206	C204	D205	M214	W106
A212	B208 (COMP)	C205	D206	M215	W115 (TRAINING)
A213	B209	C206	D208	M221	Dressing Room-Men
Piazza	B210	C208 (COMP)	D209	M223 (PHOTO)	Dressing Room-Women
Stadium	B211	C209	D210	M226	Auditorium
Stadium Concession	B213	C210	D211	M229	Theater Hallway
Main Office Conf	B214	C211	D212	M231	Main Commons
Student Desk		C212	D213	M233	Main Commons Concession
		C213	D214	M237	Main Gym
		C214	D217/D218	M239	Aux. Gym

Facility Event Request Form

For
Athletic
Facilities

Building Needs:

Custodian needed? (Yes/No): _____ Hours needed: _____

Number of tables: _____ 6' or 8': _____ Number of chairs: _____ Flag needed? (Yes/No) _____

Concession stand use: (Yes/No): _____ Kitchen use (Yes/No): _____ Flex wall (Open/Closed): _____

Guests will enter through door (*select all that apply*):

Door 17 (Student Entrance) Door 1(Main Office) Door 7

Special needs or requests for consideration: _____

Technology needs: _____

Podium needed? Yes No Projection screen: Up Down Wireless Mic: (*how many*) _____ No