



# Ashland City Schools Facility Use Guidelines

Ashland, Ohio

Revised August 2022

Ashland City Schools welcomes the use of school facilities by the community. We recognize that the primary purpose of school facilities is to educate our children and provide extracurricular opportunities for our students. When the facilities are not in use for school functions, they are available for the community to use. Programs and activities must be of a nature suitable for a public school, must be lawful, and must conform to all the policies of the District.

Permission to use facilities shall be allowed at the discretion of the District and will be given with the understanding that the user assumes full financial responsibility and liability for actions of attendees, care of equipment, and protection of school property. The district reserves the right to deny or withdraw facility use privileges at any time.

## Application Process and Payment Schedule

To apply for use of Ashland City Schools facilities, complete the Facility Use Application Form at the end of this packet and send it to the building principal or designee. Applications will be reviewed by the building principal or designee and approved by the Business Manager. The business manager will provide an estimated rental fee.

Requests generally must be received at least two weeks prior to the event. Non-school events occurring during the school year will only be scheduled after the school calendar is set.

The Certificate of Insurance (if required) is due two weeks prior to the event. See *Liability and Insurance* on page 3.

Usually, no fees are due with the rental application. The Actual Rental Fee will be calculated after the event and an invoice provided. Payment is due within 15 days. However, the following fees may be due in advance:

- If school facilities are being reserved for a Rain Site, then a \$75 fee is due with the rental application. Refer to *Cancellation Policy* on page 4.
- The school may require a deposit or pre-payment of rental fees when the school has upfront costs related to the event.

Make checks payable to Ashland City Schools.

Mailing address: PO Box 160, Ashland OH 44805

Office address: 1407 Claremont Ave., Ashland OH 44805

For questions, contact the Business Office at 419-289-1117.

## Rules for Facility Use

Groups are permitted to use the facilities specified on the Facility Use Application Form during the approved dates and hours only. The user is not entitled to use areas or equipment not specifically requested and approved.

The use of one microphone, a projector, and podium is included when the room is already equipped with these items.

A school technician will be required to be on duty at an additional expense if any of the following will be used: additional sound equipment, custom lighting, additional projectors, school-owned computer, piano, risers, shells, rigging, or any additional equipment that is not normally in the room being rented. Fees also apply if the group requires technical support. Refer to the *Staff and Services Fee Schedule* on page 6.

Guest internet access is available in all school buildings at no additional charge. This is an open network with no encryption, and the school internet filter applies. Groups requiring encrypted connections, internet filter modifications, or use of school computers must make arrangements in advance. The Technology Support fee will apply.

The following activities are prohibited:

- Private parties, family reunions
- Political fundraising
- Games of chance, lotteries, or other activities classified as gambling
- Any activity which is unlawful or prohibited by Board Policy

Private lessons or tutoring can be conducted with permission from the building principal. The classroom rental fee applies.

Any activity that promotes commercial gains must be approved by the Board of Education.

Baseball bats, hardballs, softballs, and other hard batted or thrown objects are prohibited from use in school buildings.

Food and drink items must be approved by the Building Principal. Serving food or drink may increase the number of custodial hours required. Any use of a school kitchen will require that a member of the school cafeteria staff be on duty at user expense to supervise the kitchen.

The following are prohibited: smoking, vaping, firearms, alcoholic beverages, candles, open flames, fireworks, explosives, and flammable liquids. (Exception: Fireworks are permitted for Ashland Rotary Independence Day under the supervision of a licensed technician.)

Users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Spectators must never stand or sit to block exits, aisle ways, or stairways. Facility capacities, as determined by the fire marshal, shall be observed.

Only district personnel may move or direct movement of equipment, furniture, etc. Groups are expected to return all rooms and furniture to the condition and arrangements in which they were found.

Decorating plans must be approved by the building administrator five days prior to the event. Only decoration material acceptable to the local fire department shall be used. Decorations shall be removed immediately after the event.

Do not disturb any messages that may appear on whiteboards or chalkboards.

Only in the case of an emergency are offices to be opened and/or telephones used. Groups are requested to use their cellular telephones.

A school employee is required to be present when the building is open unless a specific exception is granted by the Business Manager.

All activities must be under competent adult supervision approved by the District. The designated person responsible for the event must be at least 21 years of age. Children attending the event must be supervised by an adult at all times. This includes trips to the restroom and drinking fountain. User groups must take reasonable steps to ensure orderly behavior and will be required to provide school-approved security personnel at their expense if deemed necessary by the administration.

Users will be responsible for paying for all damage resulting from their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the building principal and approved by the Business Manager, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill.

The applicant must have the approved Facility Use Application in their possession at the event.

Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet, or charge a fee to others for use of the school property without getting permission from the District in advance.

The Board of Education has adopted policy number 7510, "Use of District Facilities", to establish the requirements for outside groups to use school facilities. Board Policy is available online at [www.ashlandcityschools.org](http://www.ashlandcityschools.org).

## **Liability and Insurance**

Proof of insurance is required for the following types of events:

- All events which could have more than 500 people present
- Use of the Archer Auditorium stage rigging
- Insurance may also be required for other events at the District's discretion.

The Insurance Certificate shall be a Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate in the amount of at least \$1,000,000 property liability insurance, and having the Ashland City School District named as "an additional insured" on the policy. The user is responsible for getting the insurance.

A copy of the Insurance Certificate is due at least two weeks prior to the event. Failure to present proof of insurance voids all facility use permits, and events without the proper insurance on file will be cancelled.

The District will not be responsible for any loss of valuables or personal property.

All users must agree to hold harmless the District and its agents and employees from and against all claims, damages, losses, and expenses including attorney fees arising out of or resulting from applicant's use of District facilities. A Hold Harmless statement will accompany the signed application form/contract.

## **Cancellation Policy**

Notification of cancellation less than 48 hours before the scheduled time of use will result in the full rental fee being charged including staff/services fees for work already performed. All cancellations must be in writing.

Rain Site policy: A \$75 fee is required to reserve school facilities as a Rain Site. This gives the user the option to cancel the facility use with four hours' notice without the full rental fee being charged. The \$75 fee is due with the rental application and will not be refunded if the event is not held at the school. If the event does take place at the school, a \$75 credit will be applied toward the final invoice.

School events may override any previously requested reserved space. The District will do everything possible to accommodate your group when this occurs with as much notice as possible.

If the district is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

## **Clarifications for High School Auditorium & Gym Rentals**

The Archer Auditorium rental fee includes the use of Archer Auditorium, auditorium lobby, lobby commons, restrooms, and the two dressing rooms next to the auditorium. Food and drink are not permitted in the auditorium or the carpeted section of the lobby. Groups serving food or drink may utilize the lobby commons or other spaces.

The Little Theater rental fee includes the use of the Little Theater, lobby commons, restrooms, and the two dressing rooms located by Archer Auditorium. The carpeted lobby in front of Archer Auditorium is not included.

The high school gymnasium rental fee includes use of the lobby commons and locker rooms. Use of the concession stand is not included.

The high school lobby commons is a shared space, and exclusive use is not guaranteed. Communicate with the school about other events that may be scheduled at the same time.

Piano tuning is at the user's expense. The piano tuner must be approved by the auditorium manager.

## Facility Rental Fee Schedule

This page lists the fees for renting various school facilities. This does not include any staff and services fees that may apply; refer to the next page. Prices shown are per day unless otherwise noted. The following discounts apply:

- 25% discount for local groups located within Ashland City School District.
- 25% discount for non-profit groups with 501(c)(3) status.
- 50% discount for groups that are both local and non-profit.

Facility rental fees are waived for Ashland City Schools activities, school sponsored events, local government official business, public discussions of public questions and issues (see Board Policy 7510) and other K-12 public schools.

### High School

Gymnasium.....	\$200
Robert M. & Janet L. Archer Auditorium	
• 1 day.....	\$700
• Additional consecutive day with audience.....	\$350
• Additional consecutive day with no audience.....	\$150
Little Theater	
• 1 day.....	\$400
• Additional consecutive day .....	\$150
• With Archer Auditorium rental .....	\$40
Lobby Commons	
• With Archer Auditorium, Little Theater, or gymnasium rental .....	free
• Otherwise .....	\$60
Kiva (Library) .....	\$100
Cafeteria .....	\$100
Kitchen.....	\$150
Band room .....	\$50
Choir room .....	\$50
Classrooms.....	\$25 per room
Parking lot as standalone rental .....	\$100
Piano use	
• Steinway piano .....	\$200 per week
• Petrof piano .....	\$100 per week

### Stadium, Field House, Athletic Fields

Community Stadium	
• Field & track only, no spectators ...	\$150
• Field, track and grandstand.....	\$500
• Use of stadium lights, add:.....	\$40
Keith Wygant Memorial Field House	
• 1 basketball/volleyball court .....	\$75
• Entire gym.....	\$200
Athletic field (grass).....	\$100
• Striping .... current time & materials rate	
Concession stands.....	\$150 each

### Elementary and Middle School

Middle school or Reagan gym .....	\$150
Edison or Taft gym .....	\$75
Cafeteria .....	\$50
Cafetorium and stage .....	\$200
Kitchen .....	\$150
Classrooms .....	\$25 per room
Edison, Reagan, or Taft library .....	\$50
Middle school library.....	\$100

### Administrative Offices

Samaritan Foundation Conference Room	
• If no food served .....	\$25
• If food is served.....	\$30

**Custodian and technician fees are additional. See page 6 for rates.**

## Staff and Services Fee Schedule

Custodian fee: \$35/hour.

- Custodian fee applies for events held outside normal custodian working hours.
- When the event is during normal custodian working hours, the fee is waived if the custodian is pulled away from normal duties for one hour or less.
- Custodian fee will be charged during regular hours if more than one hour of custodial setup and/or cleanup is necessary.

Auditorium technician: \$30/hour per technician. Fee waived for Ashland City Schools groups.

Technology support for use of school equipment: \$30/hour

Scoreboard technician: \$20/hour

Kitchen staff overtime: \$35/hour

Raising or lowering the orchestra pit cover: \$400

During periods of inclement weather, the district may charge a fee for snow removal if the event is held during non-school operating hours.

Custodian Fee requirements for Ashland City Schools groups:

- The custodian fee is waived if no admission is charged and no fundraising takes place.
- School groups are responsible for custodial overtime if the group collects any money at the event and the event takes place outside normal custodian working hours.

Discounts do not apply to staff and services fees unless otherwise noted.



# Ashland City Schools

Ashland, Ohio

## Facility Use Application Form

Instructions: Complete the application on this page, then sign the rental contract on the following page. Return both pages to the school.

Organization Name \_\_\_\_\_

Description of Event \_\_\_\_\_

Applicant Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_

Group Classification(s):  School related  Local  Non-profit 501(c)(3)  Other

Supervising Adult present at event \_\_\_\_\_ Phone \_\_\_\_\_

Building Requested: \_\_\_\_\_

Date(s) of use:

Date	Arrive Time	Depart Time	Room(s) Requested	Estimated attendance:	
				Participants	Audience

Food served:  Yes  No

Equipment needs: \_\_\_\_\_

