

Outside Organizations Permit Requests Permits July 1, 2024 – June 30, 2025

The following days are **not available** for outside permits:

August 31 - September 2, 2024
Thanksgiving Break - November 27 through December 1, 2024
Winter Break - December 21, 2024 through January 5, 2025
Martin Luther King Day - January 18 through January 20, 2025
Presidents Day - February 15 through February 17, 2025
Spring Break - March 31 through April 4, 2025
May 24 through May 26, 2025

Berea-Midpark Middle School's football field and high jump/pole vault mats are not available for any outside organization use.

- Outside organization permit requests, associated with the District, will be considered for use of the facilities after the school day and on weekends. School activities will **always** take priority and outside permits may be canceled if a school event needs the space. If school is closed due to any emergency or inclement weather, all permits are canceled.
- **Recreation departments** may request permits by contacting Deb Summers for school building use for the 2024-2025 school year starting July 1, 2024. **In order to secure dates, permits for the year should be requested by August 1, 2024. After August 1, 2024, permits are granted by chronological order.** All permits for athletic facilities at the Roehm Athletic Complex are put in by the Athletic Director's office.
- BMHS and BMMS main gyms and BMHS aux. gym will have limited availability for permits.
- Fields are not lined or cut for outside permits.
- Outside permits must provide their own equipment (i.e. balls, track hurdles, etc.).
- Baseball/softball **is not** permitted in the main gym at BMHS or BMMS.
- Roehm Athletic Complex fields are scheduled through the Athletic Director.
- Only indoor baseballs/softballs may be used in the gyms and sports centers at all schools. Catchers using shin guards must have a mat to protect the floor when they are kneeling.
- Use of the batting cages must be scheduled through the Athletic Director.

- Wooden gym floors: (a) all participants must wear gym shoes; (b) if the floor is not used for games, the permit holder must provide protection for the gym floor.
- In **NO** instance shall indoor areas be used for throwing outdoor discs or shot put.
- Bleachers must be requested on the permit. **Do not** move the bleachers. Some bleachers have electronics for moving and you will damage the units.
- We do not provide computers, laptops, score tables, or projectors to outside permits. We can provide a screen.
- School organizations, PTA, coaches, and boosters will need a school district employee to request and operate any technology equipment.
- Line dancing and tap dancing permits will only be accepted for the cafeteria and multipurpose rooms. The permit holder will be responsible for moving any tables/chairs and moving the tables/chairs back.
- Use of the sound/lighting booth in the auditoriums requires hiring our AV Techs.
- We cannot store equipment for you.
- Permit holders moving furniture need to move everything back to the original placement.
- Lou Groza field lights are turned off at 9:00 p.m. Sunday – Friday and at 10:00 p.m. on Saturday.
- For some outside events we may require you to pay for a portable potty. There is a two week lead time to order a portable potty. Outside permits on fields, tennis courts, etc. do not include the use of restrooms inside the school building.
- Access to the kitchen/server areas requires the hiring of a Nutrition Service employee. This employee is trained in food safety. There is a charge for the employee. The employee is there to assist in the preparation of food, protect the equipment, and ensure food safety guidelines are followed. Depending on the amount of preparation required, more than one employee may be required. All permit holders are to follow the food requirements under the cafeteria's food service license. These include only preparing food obtained from commercial food service vendors. All these items must be received in an unopened original container with an ingredient label available. All permit workers are to wear hair covering and use gloves when preparing food. Hair covering and gloves will be provided. A baseball cap is an acceptable hair covering. Hair below the collar will need to be clipped up or in a hair net. All food served from the serving line must have an ingredient label. If the food is individually packaged the ingredient label must be on the package. We cannot store any of your items after the event. All food and supplies must be taken with you at the end of your event, any items left will be discarded.

Summer Permits June 10 – July 25, 2024

Outside permits for grounds are allowed from 7:00 a.m. to 9:00 p.m.

Available Times for Permits During the School Year

Berea-Midpark High School

Weekdays: 6:00 p.m. to 10:00 p.m.

Weekends: weekend permits are limited and may require OT custodian.

Indoor soccer **is not** permitted in the main gym.

Baseball/softball **is not** permitted in the main gym.

Batting cage must be scheduled through the Athletic Director.

Berea-Midpark Middle School

Weekdays: 6:00 p.m. to 10:00 p.m.

Weekends: weekend permits are limited and may require OT custodian.

Indoor soccer **is not** permitted in the main gym.

Baseball/softball **is not** permitted in the main gym.

Big Creek Elementary School

Weekdays: 6:00 p.m. to 10:00 p.m.

On school days the gym is not available until 6:00 p.m.

No Saturday or Sunday permits

Brook Park Elementary School

Weekdays: 6:00 p.m. to 10:00 p.m.

On school days the gym is not available until 6:00 p.m.

No Saturday or Sunday permits

Grindstone Elementary School

Weekdays: 6:00 p.m. to 10:00 p.m.

On school days the gym is not available until 6:00 p.m.

No Sunday permits

Roehm Athletic Complex

Please schedule through the Athletic Director.

Insurance

All insurance must be up to date to put in permits and to continue approved permit(s). We will contact you by email one (1) month in advance of your insurance expiring.

Permit Approval

You will receive a School Dude confirmation when your permit is approved. It will come through email from the message center. Make sure you put in an email address. All cancellations will be done from School Dude; you will not receive an email from me.

Permit questions contact:

Deb Summers
(216) 898-8302 ext. 5770
dsummers@bereaschools.org

John Justice, Athletic Director
(216) 898-8900 ext. 5609
jjustice@bereaschools.org