



Hamilton City School District

Facility Use Procedure

Building _____ Athletics _____ Fine Arts _____

1. The building Principal or designee completes the **Facility Request Form**. The cost will include Facility Fee and Personnel Fee.
2. The building Principal or designee is responsible for getting the organization to sign the Facility Request Form.
3. The Building Principal or designee Provides the organization with a copy of the Facility Request Form.
4. The building Principal or designee **collects costs**.
5. The building Principal or designee delivers the payment to the treasurer's office with a copy of the Facility Use Form.
6. The building Principal or designee places the event on the Building Calendar.
****If this is for Athletic Field use, the Principal or designee will inform the Athletic Dept.**
7. The building Principal or designee is responsible for notifying the head custodian of dates and times of events and determining if custodial coverage is part of the costs associated with the event. If the organization is paying for custodial coverage, the head custodian will coordinate that coverage following OT protocols and the direction of the Director of Buildings and Grounds.
8. The building Principal or designee is responsible for assigning an event site manager if needed.

After the event, the Principal or Designee is responsible for:

1. Contacting the Buildings and Grounds regarding any damage done to the building or contents.
2. Contact the Business & Planning office if the Organization did not leave at the stated time.
3. Sending the signed site manager's timesheet to the Treasurer's Office.

Hamilton City School District
Hamilton, OH 45011

APPROVING AUTHORITY
FACILITIES REQUEST FORM

Date of Request: _____

A. Name of Organization: _____
Address: _____

Phone: (____) _____ Email: _____

B. Building Requested: _____
Portion of building to be used: _____
Special equipment needed: _____

C.	Date(s) Requested	From (Time)*	To (Time)*	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Be sure to include time for set-up and clean-up

D. Number of persons using facility (each date): 1. _____, 2. _____, 3. _____, 4. _____

E. Purpose(s) for which facility is to be used: _____

F. Designated Representative

I, _____ agree to act as Designated Representative, as defined in the Hamilton City School District Board of Education Policy regarding Public Use of School Facilities ("Board Policy") for the organization above in connection with this application. I am acting as a Designated Representative with the knowledge, approval and consent of the organization. I have read and I understand the Board Policy and attached regulations and the organization agrees to abide by its terms which are incorporated herein by reference. I understand that my application for facility use is not an automatic approval. I am required to obtain final approval and necessary liability insurance as required. I, _____ agree to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of use of _____ (subject of indemnity) except if solely caused by the negligence of the Board of Education or its employees.

Signed: _____
Request Received: _____ Address: _____
Phone: (____) _____ Email: _____

APPROVAL: (See Item B)

Building Principal _____ Date: _____
Designee _____ Date: _____

Building Use Only	Group A	Group B	Group C	Hours/day	Rate	Rental Charge	
Facility Rented							
1.	_____	_____	_____	_____ x _____	=	_____	
2.	_____	_____	_____	_____ x _____	=	_____	
3.	_____	_____	_____	_____ x _____	=	_____	
Personnel Required*:				Salary	Hours	Number	Estimated Charge
1.	_____	_____	_____	_____ x _____	x _____	=	_____
2.	_____	_____	_____	_____ x _____	x _____	=	_____
3.	_____	_____	_____	_____ x _____	x _____	=	_____

*The user may be charged for a least one hour of time both before and after scheduled event for personnel to open and close building for activities

TOTAL ESTIMATED CHARGES: \$ _____

The Superintendent has the right to waive any and all facility rental fees for a Group B or C with a signature.

Superintendent Signature: _____

1. The facilities of the Hamilton City School District (the “District”) are to be made available to the school community for use unless the facilities are scheduled for student use, provided that the user meets the requirements prescribed by the District’s Board of Education (the “Board”). Student use of the facilities will be given priority.
2. Groups eligible to use the facilities include:
 - Group A Users:** School-sponsored or school-related groups or organizations. This group includes school-sponsored clubs and activities, the PTO, the Athletic Boosters, the Band Boosters, and Non-profit organizations where 75% or more of the students serviced are currently enrolled in the Hamilton City School District.
 - Group B Users:** Non-profit civic with less than 75% of currently enrolled Hamilton City School District students, religious, educational, cultural, social, or recreational organizations located within the District or whose membership is composed of a majority (51% or greater) of District residents; and groups or organizations invited by the District to host educational, athletic (OHSAA) or fundraising programs or events.
 - Group C Users:** All other eligible groups or organizations that provide services or activities for less than a majority (50% or less) of the District’s children or the community.
3. School facilities may be used on Sundays and legal holidays however they may require the approval of the Board. School facilities are not available for use during or before regular school hours, when students are in attendance.
4. Any user of school facilities will be responsible for providing adequate supervision and will be responsible for any damage to the premises and its contents. Activities will be confined to those areas of the facility specifically approved for use. After-school events for building classroom areas are to be completed by 8 PM. All gymnasium and auditorium use is to be completed by 9 PM. Any exceptions will be addressed on a case-by-case basis.
5. Alcoholic beverages are not permitted in any District facility or on District grounds. Tobacco of any kind is not permitted on or in any Hamilton City School campus. This includes but is not limited to smokeless tobacco, electronic cigarettes, and vapes. Food and drink may be served and consumed only in those areas specifically approved for that use. If you are providing food you must let the facilities coordinator know ahead of time
6. Any Group B or Group C user will provide the District with a Certificate of Insurance, evidencing the user’s liability coverage in the amount of \$1 Million Dollars, and the Hamilton City School District Board of Education shall be named as an additional insured on the certificate of insurance.
7. Users shall hold the District and the Board harmless from and against any and every kind of claim, demand, suit, action or damages relating to or arising out of the user's use of the facilities.
8. If the Board, the Superintendent, or his or her designee determines that the authorized area(s) or premises are needed for school purposes, the District may cancel the use. The District also reserves the right to cancel any use for good cause, including, but not limited to, power outage, field overuse, or water service interruption. All use is automatically canceled for days when school is closed for emergencies or inclement weather.
9. When school buildings are used for purposes other than for Group A school use, additional expenses are incurred. The District shall have the option to recover utility costs for lighting and HVAC. Facility Fees

will be charged pursuant to the board-adopted fee schedule, as specified in Attachment 1. Users shall reimburse the District for the District's costs in connection with the use of outdoor field lights and any other out-of-the-ordinary expenses.

10. When school support personnel are needed, the District will assess a charge to cover wages and benefits pursuant to the Board adopted Support Fees, as detailed in Attachment 1.
After-hours use of school kitchens is only available with the employment of qualified personnel.
11. Payment of any and all Facility Fees shall be due no later than 15 days prior to the date the activity is scheduled. Checks should be made payable to and delivered to:

Hamilton City School District
533 Dayton Street
Hamilton, Ohio 45011
Attention: Treasurer's Office

ATTENTION:

Hamilton City Schools strongly discourages district administrators from submitting timesheets for events as they are salaried employees. Instead, any additional work required for an event where a district employee is needed should first be offered to non-administrative staff. Only as a last resort, and with prior approval from the building Principal, HR, and the Treasurer's Office, should a district administrator be permitted to be paid for working the event.

FEE SCHEDULE

GROUP A USERS: School-sponsored or school-related groups, organizations, or Non-profits.

Facility Fees: None.

Support Fees: May be required, see below.

Other Fees: None.

Other Requirements:

1. Must complete and submit a Use of Facility Request.
2. Provided the user is a named insured under the District's policy, no additional insurance is required.
3. Non-profits that qualify for this group must have participation of 75% or more currently enrolled Hamilton City School District students.

GROUP B USERS: Non-profit civic, religious, educational, cultural, social, or recreational organizations located within the District or whose membership is composed of a majority of District residents; and groups or organizations invited by the District to host educational or fundraising programs or events.

Facility Fees: See below.

Support Fees: May be required, see below.

Other Fees: Out of the ordinary expenses will be charged back to the user.

Other Requirements:

1. Must complete and submit a Use of Facility Request.
2. Payment for facility rental must be made 15 days prior to the event. Exceptions may be made at the discretion of the District. Additional charges for personnel will be invoiced after the event.
3. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.
4. Must provide evidence of not-for-profit or tax exempt status. Acceptable evidence includes copies of the user's current:
 - a. IRS tax-exempt status determination letter;
 - b. IRS Form 990;
 - c. Ohio Form CFR-1 and Ohio Annual Financial Statement; or
 - d. A copy of the applicant's filing request for tax exempt status.

GROUP C USERS: All other eligible groups or organizations that provide services or activities for the District's children or the community.

Facility Fees: See below.

Support Fees: See below.

Other Fees: Out of the ordinary expenses will be charged back to the user.

Other Requirements:

1. Must complete and submit a Use of Facility Request.
2. Payment for facility rental must be made 15 days prior to the event. Exceptions may be made at the discretion of the District. Additional charges for personnel will be invoiced after the event.
3. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.

Hamilton City School District Fee Schedule for Building/Facilities Rental

Building	Area Requested	Group A	Group B	Group C
SECONDARY CAMPUS INDOOR		Per Hour	Per Hour	Per Hour
	Auditorium*	No Charge	\$75	\$100
	Gymnasium	No Charge	\$35	\$75
	Cafeteria	No Charge	\$35	\$50
	Multi-Purpose	No Charge	\$35	\$50
	Classrooms	No Charge	\$30	\$50
	Computer Lab*	No Charge	\$40	\$50
	Kitchen*	No Charge	\$30	\$50
	Media Center	No Charge	\$30	\$50
	Utilities	No Charge	\$15	\$15
	Locker Rooms	No Charge	\$15	\$15
SECONDARY CAMPUS OUTDOOR	Stadium Rental*	Group Classifications still apply	Group Classifications still apply	Group Classifications still apply
	See Athletic Director	-	-	-
	Separate Stadium agreement required.	-	-	-
	Baseball/Softball (per game)	No Charge	\$165.00	\$165.00
	Grass Fields	No Charge	\$30	\$40
ELEMENTARY	Cafeteria/Multi- Purpose Rooms	No Charge	\$30	\$50
	Classroom	No Charge	\$15	\$25
	Computer Lab*	No Charge	\$30	\$50
	Gymnasium*	No Charge	\$25	\$60
	Utilities / Gym	No Charge	\$15	\$15
	Kitchen*	No Charge	\$30	\$50
Media Center	No Charge	\$30	\$50	

***Rental of all areas may require the services of the following: Food Services Worker, Computer Tech Staff, Site Manager, Custodian, and/or Security Staff at the cost to Renter. These areas may be subject to a prep fee of \$50.00 as required. Site Manager and/or security required at the discretion of the Hamilton City School District at the cost to renter. A cook is required for any use of the cafeteria.**

Outdoor Athletic Facilities (Baseball Field, Softball Field, Soccer Field, Tennis Courts, Football Fields),
Auditorium: Rental Fee listed is for the event, 4 hr./min. Rehearsal/setup hours are ½ rental cost. Usage fee is an hourly rate.

For the purpose of the fee schedule if recognized Hamilton Youth Sports Groups student population exceeds 75% of kids in the Hamilton City School District these groups will be subject to a separately negotiated fee for use of facilities. The Athletic Director shall have the authority to negotiate facility use with these groups and OHSAA for state-sponsored events that require use of district facilities.

SUPPORT FEES

Custodial approximately \$25.00 / hour on weekdays
 approximately \$45.00 / hour on Saturday, Sunday, and Holidays

Site/Stage Manager \$45.00/hour

Cook \$20.00 / hour on weekdays
 \$30.00 / hour on Saturday, Sunday, and Holidays

Utility Fees \$15.00 per hour lighting
 \$15.00 per hour heating

Support Fees for custodial or cook services will at no time be waived for users who pay Facility Fees. Support Fees may be waived in whole or in part for eligible Group A or Group B users. Support fees shall include a minimum charge of one (1) hour before and one (1) hour after the event.

