

# BEDFORD CITY SCHOOL DISTRICT FACILITY RENTAL GUIDELINES

The rental program of the Bedford City School District is provided as a community service. 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 schools.

The program must be operated within a framework of economically sound business principles. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance and to minimize the financial impact to the education program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, but to enjoy them as taxpayers and citizens.

## PROCEDURES FOR OBTAINING A FACILITY USE CONTRACT

1. Rental program guides and blank contracts should be picked up from the Bedford Board of Education. Please note that each building/facility maintains an independent schedule of building availability based on school-related activities.
2. The completed contract must be returned to the board of education **at least two weeks prior to the rental date.**
3. After the rental contract is submitted, it will be forwarded to the Executive Director of Operations for invoicing. An invoice will be issued to the person's name on the permit including the total rental fee owed for the event.
4. Invoice must be paid in full within two weeks of receiving the invoice and/or prior to date of rental. (This is non-negotiable.)

## **PLEASE READ CAREFULLY**

We encourage all potential renters of school facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. Misunderstandings about procedures and questions about unexpected fees might be eliminated with the reading of this booklet.

## **USER'S RESPONSIBILITY**

The group or organization using school facilities shall hold harmless the members of the Bedford City School District Board of Education and all school employees from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. **A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.**

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this booklet to the Bedford City School District Board of Education.

## **USE OF FACILITIES**

As a community service, the Bedford City School District Board of Education offers certain facilities within the various schools to be utilized by the residents of the Bedford City School District, the community groups, and local organizations within the limits of the Ohio Revised Code.

## **PRIORITY**

The needs and requirements of the educational programs and the general welfare of the students as constituted through various activities shall be given first consideration for the use of the facilities. PTO groups, school sponsored or authorized groups, and recreation programs receive the next priority. The facilities of the school district are generally not available for rent by groups or organizations outside of the Bedford City School District. School facilities are not for rent to groups or organizations whose main purpose is to make a profit, or for individuals or private businesses conducting programs for profit except for employee in-service, training, or recreation.

## **RENTAL FEES**

The Bedford City School District Board of Education's philosophy is that facilities should be available for community activities at a nominal fee. However, that fee must reasonably cover the costs of salaries and overhead. It is the belief of the Bedford City School District Board of Education that general fund monies used to provide a quality education for the students of the school district should not be used to subsidize the rental of school facilities.

## **BUILDING RESPONSIBILITY**

The responsibility for the school building remains in the hands of the school principal until he or she leaves the premises. The school custodian, representing the school district, then assumes the responsibility to see that the building and its contents are in order and that activities are properly supervised. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent the facilities apart from any agreed upon setups.

## **SAFETY AND LIABILITY**

B.C.S.D. is within their rights to require the renting organization to provide parking supervision, fire, and police supervision based on the nature of the event and the amount of people expected to attend. Liability insurance is required for building rentals. **The renting organization must provide a public liability policy of not less than Bodily Injury \$1,000,000 each occurrence, \$2,000,000 aggregate and Property Damage \$1,000,000 each occurrence, \$1,000,000 aggregate. A certificate of insurance is to be issued to the Bedford City School District Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board. The Executive Director of Operations must approve exceptions to the requirement.**

## **SPECIAL SERVICES**

Groups requesting special services beyond the setup of tables and chairs can be charged at the prevailing hourly rate for custodial services.

## **EQUIPMENT USAGE**

School equipment and furniture, including tables and chairs, are not for rent to any group for use off of school premises without the written permission of the Executive Director of Operations. Employees may not use school equipment for personal use or personal business. Groups renting facilities cannot use school owned audio-visual equipment unless such equipment is specified in the contract and a qualified person is used to operate the equipment

## **RENTAL TIME**

The rental rate begins when the building is opened for the renting group as specified in the contract. The fee shall end when the building is closed at the end of the meeting or at the end of any required cleanup time. No rental will be allowed after 9:00 p.m. without special permission from the Executive Director of Operations. **Abuse of rental time may result in cancellation of a contract.**

## **CAFETERIA KITCHENS**

Any request for the use of the kitchen facilities must be part of the contract. **An employee of the Food Service Department must supervise any use of the kitchen equipment.**

## **RULES AND REGULATIONS**

1. Contracts for the rental of school facilities can be obtained from the Bedford Board of Education. A request should be submitted at least two weeks prior to the event or the date when the facilities are to be used when a series of dates are desired.
2. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.
3. The user agrees to assume responsibility for all liabilities arising from the occupancy of building or grounds use, it being understood and agreed that the school district assumes no obligation regarding the use of such premises.
4. Contracts will be issued for specific areas of a building. It shall be the responsibility of the user to ensure that the remainder of the building is not entered.
5. The user shall assume responsibility for securing police protection and/or traffic control **when in the school district's opinion such police attendance is necessary**, with costs borne by the renter. The user must also provide proof of secured police protection in advance of the event.
6. The user shall be responsible in case of loss or damage to school property as a result of the reservation. Reimbursement to the school district is mandatory. Future use may be denied.
7. Alcoholic beverages, unauthorized drugs, profanity, and gambling are **prohibited** on school property. Smoking is prohibited inside school buildings and on school grounds. Users of facilities must comply with state and local fire and safety regulations.
8. The maximum length of any school rental agreement will be the use of one school for ten weeks. Users can renew and extend the length of agreement towards the end of initial agreement.
9. Cancellations shall be made at least 24 hours prior to use through the principal of the facility rented. In case of cancellation, the user will be responsible for any costs to the school district of its personnel prior to the cancellation.
10. **Payment shall be made a minimum of two weeks prior to initial rental date.** Payment shall be directed per the instructions on the rental invoice. **Cash, cashier's checks, and money orders are acceptable forms of payment.** Checks should be made payable to **Bedford City School District**.
11. The Bedford City School District Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. **School-related activities shall have priority over all proposed or scheduled community activities.**
12. The user must be either a resident or an employee of the school district. In the event that a district employee is working collaboratively with the user, the school district employee must be present during the period of such use. (The user must still fill out and submit the rental application, but they should note the school employee's name on their application. **EXCEPTION: Other educational institutions requesting use of facilities.**
13. In regard to adult recreational basketball, only the group given approval to use the gym may be in attendance. No spectators including children are permitted. It is the responsibility of the person who signed the application (User) to police this rule.

14. Church groups are welcome to rent facilities to conduct regular services provided that the church is in the process of building a facility and plans to occupy that facility within 24 months. This rule does not apply to intermittent rentals.

15. Spectators are welcome to attend youth, and student activities, and are also welcome to attend interscholastic contests held within the district by private or other public school districts. Spectators are expected to remain in the immediate area in which the event is taking place.

16. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations or holidays without written permission from the executive director of operations.

17. When a school activity runs late, the in-coming group must wait patiently for its conclusion. Harassment of the activity by persons of the in-coming group will cause cancellation of approval to use the facility. Over-runs should be reported to the director of operations.

18. All equipment is to be put back exactly where it was located prior to the activity.

19. No kitchen is to be rented to outside groups unless a food service employee is in attendance during the period of such use. The organization renting the facility shall compensate the Bedford City School District Board of Education for the food service employee at the rate contained in the latest schedule of fees.

20. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor shall not be worn or used in any building.

21. The sponsor, chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another participant.

22. Use of facilities that are exclusively for social purposes will not be permitted.

23. The person requesting use of a building or part thereof must be 21 years of age and a responsible person known by school authorities.

**24. Rental rates are a three (3) hour minimum. (Two of these hours will be mandatory for custodial opening and closing of the school facility.)**

25. Failure to follow all of these stipulations will result in immediate loss of facility use.

# Bedford City School District

## Use of School Facilities

### Priorities for Use of Facilities

Facilities shall be assigned according to the following priority rankings:

Group I - Internal

Group II - External

<b>BEDFORD CITY SCHOOLS FACILITY USE COSTS (NON-PERFORMING ARTS)</b>		
	<b>Group 1</b>	<b>Group 2</b>
<b>Facilities</b>	<b>Fee</b>	<b>Fee</b>
<b>Elementary Gyms</b>	No Cost	\$90/hour
<b>Middle School Gym</b>	No Cost	\$100/hour
<b>High School (Auxiliary) Gym</b>	No Cost	\$100/hour
<b>Bearcat Stadium</b>	No Cost	\$150/hour (\$300 w/ lights)
<b>Jumbotron</b>	No Cost	(see note below)
*If renting the Jumbotron, renters must also pay a rate of \$60.00/hour for services of BCSD technology staff member(s) who will remain on site to oversee/manage use of equipment.		
<b>Shiplee Gymnasium</b>	No Cost	\$150/hour
<b>ScoreVision Scoreboard</b>	No Cost	(see note below)
*If utilizing ScoreVision, renters must also pay a rate of \$60.00/hour for services of BCSD technology and/or athletics staff member(s) who will remain on site to oversee/manage use of equipment.		
<b>Francis Griffin Field (in season)</b>	No Cost	\$100/hour plus \$25 for dragging and lining
<b>Francis Griffin Field (out of season)</b>	No Cost	\$75/hour plus \$25 for dragging and lining
*If utilizing the scoreboard, renters must also pay a rate of \$60.00/hour for services of BCSD athletic staff member(s) who will remain on site to oversee/manage use of equipment.		
<b>Varsity Softball Field (in season)</b>	No Cost	\$100/hour plus \$25 for dragging and lining
<b>Varsity Softball Field (out of season)</b>	No Cost	\$75/hour plus \$25 for dragging and lining

\*BCSD Athletic Department reserves the right to oversee/run concessions at any events on campus. Concessions areas and/or equipment are excluded from rental agreements.

<b>BEDFORD CITY SCHOOLS FACILITY USE COSTS (PERFORMING ARTS FACILITIES AND/OR EDUCATIONAL)</b>		
	<b>Group 1</b>	<b>Group 2</b>
<b>Facilities</b>	<b>Fee</b>	<b>Fee</b>
<b>Kitchen</b>	No Cost	\$155/hour
<b>*If renting a kitchen facility, renters must also pay a rate of \$60.00/hour for services of BCSD food service staff member(s) who will remain on site to oversee/manage use of equipment.</b>		
<b>Cafeteria</b>	No Cost	\$155/hr
<b>Classroom</b>	No Cost	\$30/hour (per classroom)
<b>Teacher's Lounge</b>	No Cost	\$50/hr
<b>Auditorium</b>	No Cost	\$100/hr
<b>Concert Shell (Set Up &amp; Tear Down)</b>	No Cost	\$100
<b>Spotlights</b>	No Cost	\$50
<b>Storage Fee</b>	No Cost	\$30
<b>Lamp Fee (Required when house or stage are occupied)</b>	No Cost	\$30
<b>Labor Rates</b>		
<b>Technician (w/ prep time)</b>	No Cost	\$60/hr.
<b>House Manager (w/ prep time)</b>	No Cost	\$60/hr.
<b>Stage Crew</b>	No Cost	\$35/hr.
<b>Spotlight Operator</b>	No Cost	\$35/hr.
<b>Front of House / Ushers</b>	No Cost	\$35/hr.
<b>Box Office / Ticket Sales</b>	No Cost	\$35/hr.
<b>Security (minimum x3 hours)</b>	No Cost	\$60/hr/ (per officer)
<b>Custodian (minimum x3 hours)</b>	No Cost	\$60/hour
<b>Snow Removal</b>	No Cost	\$50/hour

**\*If rehearsal time is needed on location (separate from the event rental, the renter will be charged at the appropriated prorated rate in one-hour increments, one hour minimum. No audience or lobby support provided.**

**\*All auditorium house and stage personnel will be billed at the prescribed rates per person/per hour.**

**\*There will be a mandatory lamp fee of thirty dollars charged per day, for every day that the performance space is occupied and house or stage lighting of any kind is active.**

**\*The external organization will reimburse the B.C.S.D. for the cost of providing maintenance and custodial personnel, additional electrical requirements, security and any other cost associated with the scheduled event.**

**\*Any personal property left in the district must be insured by the renter for loss or damage.**