



Book	Policy Manual
Section	7000 Property
Title	FACILITY USE AND RENTAL INFORMATION
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7510 - **FACILITY USE AND RENTAL INFORMATION**

The facilities of the Buckeye Local Schools shall be available for the educational, recreational, business and social interests of any responsible Buckeye Local School District group or organization as long as it does not interfere with the operation of any school program. The facilities may be made available to groups from outside the Buckeye School District at the discretion of the Board or its designee.

Facility Use Request Forms:

Facility use request forms are available at all District building main offices as well as the Athletic Office. Forms must be submitted to the specific school for building-level approval. Final approval with applicable charges (when appropriate) will be completed by the Treasurer's Office. All forms must be approved by the building administrator (or athletic director for outside fields). Please allow at least **two weeks** to process your request.

All external organizations requesting use of Buckeye Local School District facilities are required to provide a **Certificate of Insurance** naming the District as "additional insured." Coverage limits must be a minimum of \$1,000,000 and \$2,000,000 aggregate. A **Hold Harmless Agreement** must also accompany each facility request.

Priority of Use:

- A. Buckeye Local Schools curricular activities.
- B. Buckeye Local Schools extra-curricular activities, Board of Education and staff activities.
- C. Buckeye Local Schools support organization, such as booster clubs.
- D. Youth organizations comprised of all Buckeye Local School residents.
- E. Community groups and organizations administered and controlled by Buckeye Local School District residents.
- F. Out of district groups or organizations.

Group categories are defined as follows:

Group A

Defined as groups organized and created solely through the existence of the school such as, but not limited to, all school sponsored teams, clubs, organizations, all school booster organizations, coaches camps, booster fund raisers, Safety Town, and DARE etc.

Group B

Defined as non-profit (proof of an organization's 501c3 status may be requested) youth organizations which are comprised of a majority of Buckeye Local School District students/residents such as, but no limited to, Soccer, Football, Volleyball, Baseball, Softball, Wrestling, Boy Scouts, Girl Scouts, Brownies, Cub Scouts, etc. Also, non-profit government agencies or candidates running for public office with the purpose of hold a public meeting which benefits our residents. This would not include political fund-raisers.

Group C

Defined as an open (non-discriminatory) community group composed of Buckeye Local School District residents whose purpose is largely to promote the welfare of the community, such as, but not limited to, social, church or recreational groups, community bands, adult athletics, and business associations. Additionally, youth activities which are not 100% comprised of Buckeye Local School students/residents.

Group D

Defined as any non-discriminatory group that is located outside the Buckeye School District and not meeting the requirement of Group A, Group B, or Group C including For-Profit organizations approved by the Board of Education or their designee.

HGH SCHOOL - JR HIGH SCHOOL-ELEMENTARY SCHOOL:

Requested Area	Group A	Group B	Group C	Group D
Gymnasium	None*	None*	\$15.00 per hour	\$25.00 per hour
Cafeteria	None*	None*	\$15.00 per hour	\$25.00 per hour
All Purpose Room	None*	None*	\$15.00 per hour	\$25.00 per hour
Media Center	None*	None*	\$15.00 per hour	\$25.00 per hour
Weight Room	None*	None*	\$15.00 per hour	\$25.00 per hour
Conference Room	None*	None*	\$15.00 per hour	\$25.00 per hour
Band Room	None*	None*	\$15.00 per hour	\$25.00 per hour
Class Room	None*	None*	\$15.00 per hour	\$25.00 per hour
Auditorium	None*	\$7.50 per hour*	\$20.00 per hour	\$30.00 per hour
Picnic Area	None*	None*	\$7.50 per hour	\$10.00 per hour
Kitchen	Labor*	\$10.00 per hour	\$20.00 per hour	\$30.00 per hour
		+ District Cost*	+ District Cost	+ District Cost

ATHLETIC FIELDS:

Requested Area	Group A	Group B	Group C	Group D
Football Stadium	None*	\$15.00 per hour	\$20.00 per hour	\$25.00 per hour
		+ Add On	+ Add on	+ Add on
Track/Soccer Stadium	None*	\$15.00 per hour	\$20.00 per hour	\$25.00 per hour
		+ Add On	+ Add on	+ Add on
Football Practice Field	None*	None*	\$15.00 per hour	\$20.00 per hour
Soccer Practice Field	None*	None*	\$15.00 per hour	\$20.00 per hour
Baseball Field	None*	None*	\$20.00 per hour	\$20.00 per hour
Softball Field	None*	None*	\$20.00 per hour	\$25.00 per hour
			+ Add on	+ Add on

Add-ON:

Lights	\$30.00 per hour
Restrooms	\$15.00 per hour

* additional fees may be charged for any District costs incurred as a result of the rental

ADDITIONAL FEES FOR ALL FACILITIES

All organizations requesting the use of a facility outside the School District's normal custodial and/or maintenance work hours will be assessed an additional staffing fee for the additional expense. Fees will vary depending on the current rate for the assigned District personnel.

All organizations requesting the use of the kitchen facilities must pay an additional staffing fee for a cafeteria employee.

There will be a \$50.00 refundable deposit on Group C & Group D.

