



Request for Use of Facilities

Thank you for your interest in renting a space at Greeneview Local Schools. All requests will be processed in the order they were received after the completion of the [Rental Request Form](#). Your submission of this form indicates your acceptance and approval of the terms and conditions as listed below.

Priorities and Fees for Use of School Facilities

The following categories are established to determine priorities and a schedule of fees for approved users when designated space and facilities are available. All users must complete a [Rental Request Form](#). Categories are listed in order of priority. Requests for use of school facilities should be made at least three weeks in advance to ensure availability. In all cases, emergency use or accommodations for school activities will take precedence, and all requests are subject to cancellation as a result.

Category One – no rental fee.

- Student groups
- School support organizations (PTO, booster clubs, alumni groups, etc.)

Category Two – rental fee is \$30/hour. Proof of insurance is required.

- Community youth programs (youth sports, boy scouts, girl scouts, etc.)
- Non-profit organizations (Lion's Club, Chamber of Commerce, public forums, churches, AIA, club sports teams, educational opportunities, etc.)

Category Three – rental fee is \$35/hour. Proof of insurance is required.

- Other users (private, for-profit businesses/organizations, vendors)
- Events like receptions, parties, events where admission is charged, etc.

Insurance Coverage

Groups* must present Certificates of Insurance to the District verifying:

1. Property coverage in an amount not less than \$1,000,000, covering damage to the facilities.
2. Liability coverage in an amount not less than \$1,000,000, covering participants, and errors/omissions of members of said group.

The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages that might be done to any property, equipment, or grounds.

Greeneview Local Schools must be listed as the certificate holder and "Additional Insured." Please also check the date range on all policies. Should a policy expire, it is the organization's responsibility to present an updated policy to the District to go forward with any future events.

*Groups that are directly affiliated with Greeneview Local Schools (like athletic teams or district-sponsored extracurricular activities) are exempt from this requirement.

Supervision of Rented Facilities

An Adult in Charge must be identified on the [Rental Request Form](#). This person is responsible for:

- limiting access to only the permitted group and area
- supervision of the physical facility to prevent vandalism
- cleaning up the facility or supervising the work of helpers to a condition acceptable for use on the next school day
- closing the facility to guarantee its security

Please note:

- Security access codes/keys will not be given to non-school employees.
- The user is responsible for any damages that occur during the rental period.
- Participants are permitted only in the section of the building to which they have been approved.

Facility Rental Requirements

1. Responsibility for enforcement of rules and regulations concerning use of district facilities rests with the user group, and any infractions may be grounds for refusing to grant subsequent requests for the use of district facilities.
2. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of any facility or equipment.
3. The user shall be fully responsible for all loss of valuables or damage to district or personal property, including property of students and employees. The Board of Education expects all damages caused by the using group to be paid for by this group.
4. A minimum 2-hour rental fee will be charged if Greeneview Local Schools is not notified of any cancellation.
5. The District reserves the right to request payment of estimated fees in advance.
6. Alcoholic beverages and/or non-prescribed and/or illegal and/or hallucinogenic drugs will not be permitted in school facilities or on school property at any time. Smoking and the use of tobacco substitute products are prohibited in accordance with Policy 7434. (This includes all tobacco and tobacco substitutes in any form.) All users are responsible for complying with this regulation. Students must adhere to the same rules and regulations as per the student handbook.
7. Except for service animals required for use by a person with a disability, no other animals may be on school premises without prior approval from the building principal.
8. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
9. Decorations must be fireproof and shall be put up and taken down in a manner not destructive to district property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is not permitted.
10. The use of school equipment (pianos, projectors, copiers, sound equipment, volleyball nets, balls, etc.) is strictly prohibited unless requested on the facility rental form and approved by the building administrator. Arrangements must be made with the building administrator for use of any special or extra equipment or furniture.
11. The persons using the school facility shall be confined to that portion of the building that they are using. Children, whether they are participants or non-participants in the use of the facility, shall be supervised by an adult and not permitted to climb, jump, or run, and shall be confined to the area of use. All participants shall observe safety precautions.
12. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application.
13. Buildings will only be open during the requested time.
14. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovations.
15. Food-service personnel shall be required when kitchen facilities are requested except as exempted by the Superintendent. A cook must be in attendance when a function requires the use of any stoves, dishwasher, and/or other kitchen equipment (refrigerator or coolers excluded). The school cook shall be in charge of activity in the kitchen when in use.
16. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lit when facilities are in use. Audience members or spectators must never stand or sit so they block exits, stairways, or aiseways.
17. Flyers, booklets, or other printed or audiovisual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
18. Users should be careful to prevent any marking of or damage to gymnasium floors.

We appreciate your time and attention as we strive to maintain the quality of our facilities and to be good stewards of our resources. If you have any questions regarding facility rentals, please reach out to our Facilities Coordinator, [Mr. Mark Rinehart](#).