



Akron Public Schools and
City of Akron

FACILITY RENTAL HANDBOOK

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Introduction



Mary Outley

*Superintendent
Akron Public Schools*

Dear Community Members,

The City of Akron and Akron Public Schools (APS) are committed to listening to our community. This handbook represents a first step—but not the last—as we work together to improve access to our Community Learning Centers (CLCs).

Are you looking for a place to hold an activity for learning, fun, or helping others? Akron's CLCs have you covered!

During the day, CLCs are vibrant spaces for APS classes. In the evenings and on weekends, they become places where the community can gather. We have many locations to choose from, and we invite you to check out what's available and reserve a spot today.

If a CLC or school doesn't work for your event, we'll help you find another option in our city. Let's work together to support our community and build something great!



Shammass Malik

*Mayor
City of Akron*

Planning Your Reservation

20 Days Ahead



You can request to rent a CLC or school for afterschool, evenings, weekends, and summer use (not on holidays). Start your planning early! Applications and insurance certificates must be turned in at least 20 days before your event. Your permit will be issued only after both are approved.



Important items for planning:

- CLC and school rentals will be approved for educational, cultural, recreational, or civic activities that are in the best interest of the community.
- All rentals have a minimum of three (3) hours per rental.
- Any advertising or marketing materials that will be displayed or distributed in any building must be approved by APS Business Affairs before use.
- Lighted signs cannot be used to promote events.

Activities Not Allowed



These activities are not allowed for rentals:

- Private, commercial, or business activities (e.g., for personal gain, selling goods).
 - Games of chance, lotteries, raffles, or dunk tanks.
 - Events requiring professional set-ups (e.g., concerts, circuses, talent competitions, boxing rings, or wrestling rings)
 - Private parties (e.g., baby showers, birthdays, gender reveal parties, wedding receptions).
 - Political events or sponsoring political campaign activities.
 - Bouncy houses unless approved by APS.
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Reservation Process

How to Reserve



Use the [online reservation link](#) to request a space in a CLC or school. Scheduling is generally on a first-come, first-served basis. If there are multiple requests for the same space, these steps will be followed:

- School events are scheduled first.
- City and Youth Success Summit (YSS) member events come next.
- Then other community events.

Closed Dates: CLCs and schools are not available on the following City or APS holidays.

Independence Day

Indigenous Peoples' Day

Labor Day

Veterans Day

Thanksgiving Day and day after

President's Day

Christmas Eve/Day

Good Friday

New Years Eve/Day

Memorial Day

Martin Luther King Day

Juneteenth

Some CLCs and schools may have limited availability in June, July, or August due to moving, cleaning, or repairs.

Equipment/Facility Rules



The following items or facilities cannot be rented:

- School computers, projectors, copiers, paper, or smartboards
- Old Forge Field or Firestone High School Natatorium
- Public address audio systems

APS and the City reserve the right to make other facilities and equipment unavailable for rentals.

Requirements for Rentals

Insurance Requirement



Every event requires the renter to have insurance. The policy must:

- List Akron Public Schools and the City of Akron as an additional insured party.
- Cover at least \$1,000,000 per incident and \$3,000,000 in total.

Hold Harmless Agreement:

- By renting, you agree to protect APS and the City from any legal claims that might arise from your use of the property.
- The technical language in the rental agreement states: "The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify either the Akron Public Schools and its employees and the City of Akron and its employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of the buildings and grounds."

Your event will not be officially approved until APS or the City receive your insurance certificate.



Responsibility for Damage



Renters are responsible for the repair or replacement cost for any damage, theft, or misuse of APS and city property that occurs during your rental period.

Event Responsibilities

Capacity and Set-Up

Renters must estimate the maximum number of people attending the event. Indoor events cannot exceed the building's legal capacity. (See capacity chart)



Renters are responsible for setting up and cleaning up their area.

Decorations must be approved before use. No wall or ceiling decorations are allowed. No permanent equipment may be moved (i.e. tables, games, televisions, smart boards, bulletin boards, etc.).

Parking is only allowed in designated parking lots. Vehicles cannot park on fields, track areas or grass landscaped areas.

Responsible Person

Renters must have a responsible adult (18 years or older) supervising on-site at all times during the rental period. Additional adults may be required to supervise depending on the number of participants.

Storage and Transfers

APS and the City are not responsible for any property that renters store or leave on-site.

Renters cannot transfer or sublet their rental agreement to someone else.

Safety and Conduct

Rules for Conduct



Rules Include:

- Renters and guests must follow all laws and safety regulations.
- Smoking, vaping, alcohol, drugs, and weapons are not allowed on school or City property.
- APS or City staff must be present during all use.
- Renters using a gym for athletic purposes shall require gym shoes for all persons using the gym floor.
- Food and drinks are not permitted in auditoriums.

Renters are responsible for the appropriate conduct of participants and guests, and are responsible for removing anyone who is not complying with laws, regulations and standards of conduct. Failure of renters or participants/guests to follow the rules may result in immediate removal from the premises.

Security Requirements



APS or the City may require security at the renter's expense depending on the event. To hire off-duty Akron Police, call (330) 375-2658.

Accidents or Incidents



If an accident or other incident happens during your rental period, notify APS and the City immediately, in writing, with details of what occurred.

Payment Process

Rental Rates



Rates for [CLC and school rentals can be found at this link](#). Rental rates are subject to change. There are two groups for base rental rates:

<u>GROUP A</u> Base Rate is Waived	<u>GROUP B</u> Standard Base Rate
<ul style="list-style-type: none"> • APS and City events • Nonprofit organizations (IRS recognized) - majority of rental participants must live in Akron • Organizations with a program-related partnership agreement with APS or the City (e.g., PTA/PTO, mental health partners) 	<ul style="list-style-type: none"> • All other renters that are not included in Group A • Any nonprofit from Group A where funds are raised during the event (e.g., fundraisers, admission fees collected at door).

Additional fees will be charged to both Group A and Group B for special equipment requests (e.g., Marley gym floor, scoreboards, use of piano, kitchen use) or for safety/police needed for large events.

Submitting Payment



Rental through City	Rental fee is due at least 14 business days before the event using cash, money order, or certified check to "City of Akron."
Rental through APS	Renters will receive an invoice after the event. It must be paid in a timely manner using cash, money order, or check to the "Treasury of the Akron Public Schools."

Exiting and Cancellations

Clean-Up Rules



- Renters must return the space to its original condition.
- All items owned by the renters must be removed at the end of the event.
- Remove all trash and debris, and place it in designated dumpsters near parking lots.
- Complete an exit checklist and have it signed (attach checklist here).

Cancellation Policy



Notify APS or the City at least 48 hours before your event if you need to cancel. Late cancellations may result in fees charged.

APS and the City reserve the right to cancel or modify any scheduled event due to severe weather events, emergencies, or building issues (e.g., power outages).

Noncompliance



If renters or their participants/guests don't follow the rental rules, fail to pay on time, or cause damage, they **may lose the ability to rent in the future.**

Contact Information

Questions?



We are here to help you find an appropriate space that fits your event or program! Contact us at:

- CLC Rental Web Page: <https://www.akronschools.com/for-community-members#clcrentals>
- APS: Nina Biscan at nbiscan@apslearns.org or 330-761-2806
- City: Jeff Incorvia at JIncorvia@akronohio.gov or 330-375-2856