

**THE
SOUTH EUCLID-LYNDHURST
SCHOOLS
FACILITIES
HANDBOOK**



FACILITY USE APPLICATION INSTRUCTIONS

- ❖ Review Facility Handbook and complete the Use of School Facility application. Both can be found on the district's website, www.selschools.org/operations/business-office

- ❖ Send the completed application along with Proof of Insurance (Certificate of Liability) to the building administrator, or the Athletic Director if your request is for an athletic event..
 - The Certificate of Liability shall identify the following as the Certificate Holder (Additional Insured):
 - **South Euclid-Lyndhurst School District**
5044 Mayfield Road
Lyndhurst, Ohio 44124

- ❖ The building administrator or Athletic Director will forward the completed application to the Director of Business Affairs for fee calculation and final approval.

- ❖ The approved permit will be returned to the building administrator or Athletic Director and forwarded to the applicant when needed. The Treasurer's Office and Maintenance Department will be notified, if necessary.

- ❖ Permit holder(s) **must** have a copy of the approved permit in their possession during the rental period.

COMMUNITY USE OF SCHOOLS FACILITIES

According to law, the Board, upon request and payment of a reasonable fee, subject to Board regulations, permits the use of any school property, when not in actual use for school purposes, for educational, religious, civic, social, and recreational or entertainment purposes provided such meetings and functions are nonexclusive and open to the general public.

1. Requests for the use of facilities must be made 10 days prior to the requested date through the building principal.
2. The Board can cancel or refuse a request for the use of school facilities or deny future use to an organization if a performance or activity is found objectionable or not of benefit to the people of the community in the opinion of school authorities, if proper supervision and control of the audience or if these regulations are not enforced.
3. Activities are restricted to the room(s) facility applied for use.
4. The organization, group or individual approved for use of a school facility are, as required by law, responsible for any damage done over and above the ordinary wear to school property. Property, personal liability insurance and a hold harmless agreement are the responsibility of the organization, group or individual.
5. Organizations using a school gym for athletic purposes observe the rule of requiring gym shoes for all persons using the gym.
6. All nicotine products, vaping, gambling, and the use of narcotics and alcoholic beverages are prohibited in the buildings and on the grounds.
7. Permit holders for facilities may be required to:
 - ❖ have parking attendants;
 - ❖ have fire and police supervision
8. Groups requiring set up or take down (chairs, tables, etc.) should provide their own working party. Groups requesting Board personnel to perform these services are charged the current Board-approved hourly rate.
9. No school equipment may be loaned by the school custodian.
10. The custodian(s) of the building enforce the rules and regulations as set forth by the board.
11. Custodial services include unlocking and locking the building, operation of lights, heating/cooling of the building, supervision of the setting up of chairs (if required), the normal clean-up and putting the room(s) in order for regular use. This includes a minimum of a half-hour prior to the activity, the activity length and a half-hour after the activity.

12. An individual or person representing an organization requesting the use of school facilities assumes the full responsibility of following the use of school facilities rules and regulations. This person must be at least 18 years of age.
13. Refreshments are permitted only in those parts of the building designated.
14. School-sponsored activities take precedence over an application or school facilities permit.
15. A 24-hour notice is required for cancellation of a permit. If costs are incurred by the Board due to cancellation without the 24-hour notice, the actual costs are billed to the group applying for the use of school facilities.
16. The group using the school facilities is responsible for:
 - A. The conduct of the people involved
 - B. The care of the area used and equipment used
 - C. Seeing that the remainder of the building is not entered or disturbed
 - D. Paying for breakage or damage to equipment or facilities, including theft thereof and
 - E. Informing all persons involved in the use of school facilities of rules and regulations.
17. A school custodian or a school administrator (or certified designee) may be required to be present in the building when a room(s) is used. A cafeteria worker or school administrator may be required when a cafeteria kitchen is used. A maintenance worker may be required when a stadium is used.
18. No group is admitted without a permit. Groups with permits are admitted only at the time stated and if proper supervision is present.
19. All groups must have completed cleaning of the facility and be out by the time stated on the permit.
20. All groups must have an application for use of school facilities permit, whether or not fees are charged.
21. No group which limits membership in or attendance at its activities on the basis of race, color, national origin, citizenship status, religion, sex, economic status, age or disability is allowed use of school facilities.
22. Groups requesting the use of sophisticated auditorium and stage lighting must have a trained school technician operating the control console and are charged at the current Board-approved hourly rate.
23. The Board reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property and general welfare of the community, including the cancellation of any permit.

24. Kitchens may be available with the approval of the Director of Food Services. After approval, all arrangements for services and equipment are to be made with the Director of Food Services. The presence of a Food Service employee may be required which would be at the permit holder's expense.

A. The permit holder must then specify equipment and all services required.

B. The clean-up of the kitchen facilities is the responsibility of the permit holder.

NOTE: School-sponsored activities have priority over permit holders.

Fees are to be paid within 10 days of billing date from the Treasurer's office.

25. When snow removal is necessary, the permit holder will be charged the Board approved hourly rate.

GROUPS, CHARGES, AND REGULATIONS FOR USE OF

SCHOOL FACILITIES

The facilities of the District are intended for educational program use. However, the Board allows community use of school facilities outside of school hours, provided that such use takes place in a responsible manner, with no cost to the Board and without undue hardship to Board employees.

The following priority list of school facilities applies:

1. Official school activities for students and Board approved extracurricular activities.
2. School-related groups, such as PTAs and adult booster groups.
3. Youth welfare organizations which work directly with school-age youth, such as the YMCA, Boy Scouts, Girl Scouts, or community-based youth recreation departments.
4. Local community activities, sponsored by churches, service clubs, civic groups and municipal groups.
5. Groups where a majority resides outside the South Euclid Lyndhurst School district.

The following charges apply:

1. Official school activities for students are free of charge at all times.
2. School-related activities are free of charge if no income is realized from the activity. If income is realized, a fee to cover Board expenses, less utilities, may be charged.
3. Youth welfare organizations shall be charged custodial fees, when applicable.
4. Local community groups pay building usage and custodial fees, as per Board approved Facilities Fee Schedule.
5. Non-community groups are charged at all times.

Classifications of Building Users and Rental Fees:

The use of the South Euclid Lyndhurst School District facilities will be limited to the groups identified below.

Group I- School Affiliated and Support Organizations

- A. Official student organizations and the Board approved extracurricular activities.
- B. School related groups such as PTA, Boosters
- C. Youth welfare organizations that work directly with school aged youth

Group I organizations will not incur fees for the use of buildings, equipment, and grounds unless special services are required.

Group II- Non-Profit Organizations

- A. School Employee Groups
- B. Alumni Association
- C. YMCA/Community-Based Adult Programming

Meeting room facilities are provided to Group II organizations at no charge. Requests by these organizations for additional facilities for recreation, camps, or activities requiring cafeteria use will be charged group fee schedule. Fees will be charged for all groups using school facilities on Saturdays, Sundays, and holidays to cover the prevailing rate for employee(s) on duty, plus rental fee if applicable.

Permission for the use of the Public Address system MUST be obtained from the building principal.

School equipment will not be made available for Group II organizations, unless approved by the building principal.

Group III-Non-School related Community Groups

- A. Religious
- B. Civic Groups
- C. Cultural Groups
- D. Charitable
- E. Service Clubs
- F. Theater Groups
- G. Athletic Groups
- H. Fine Arts Groups

Rental use fees will be charged to Group III organizations based on the approximate cost of maintaining the facility (i.e., lighting, heat maintenance, toilet facilities, and cleaning).

The regulations for the use of kitchen facilities in cafeterias are in effect for all groups. Food Service employee(s) will be present for use of kitchen facilities. Other special services, including use of kitchen facilities will require fees charged to support the prevailing employee hourly rate.

Group IV- For Profit Groups

- A. Business
- B. Industry
- C. Professional Groups
- D. Outside Dance Recitals
- E. Other

NOTE: Groups where a majority of members participating resides outside the South Euclid Lyndhurst communities.

Rental use fees will be charged Group III organizations based on the approximate cost of maintaining the facility (i.e., lighting, heat maintenance, toilet facilities, and cleaning).

The regulations for the use of kitchen facilities in cafeterias are in effect for all groups. Food Service employee(s) will be present for use of kitchen facilities. Other special services, including use of kitchen facilities will require fees charged to support the prevailing employee hourly rate.

School equipment is not for rent to Group IV organizations. Special Accommodations for cost shall be considered by the Director of Business Affairs.

The following regulations apply:

1. Charges are payable only to the South Euclid-Lyndhurst School District.
2. A custodian must be in the building at all times when open, except for student groups and school-related groups not realizing an income for that particular activity. Other school personnel such as the Principal, teacher or coach may open a building for these people with **proper approval**.
3. Any and all reservations by a group of lower priority are subject to cancellation if the facilities are needed for the school program. Every effort is made to ascertain the availability of facilities so that cancellations are not necessary.
4. Permission for use of facilities must be approved in advance by the Director of Business Affairs on the forms provided.
5. Permit holders confine their use strictly to that area of the building and to the equipment specified in the permit. Special equipment, public address system, lighting, etc. are arranged for at the time the permit is granted.
6. All facilities must be left clean and in order by the permit holder.
7. All persons/groups requesting use of Board-owned facilities must have on file, in the Treasures' office, a proof of insurance document showing a minimum of \$1,000,000/1,000,000 liability insurance to cover claims arising from their use of facilities and hold the Board harmless in these cases.
8. Board-approved, school-affiliated groups may seek an endorsement on the Board of Education policies if permitted by the carrier. Cost of said endorsement to be paid by the permit holder.

ATHLETIC FACILITIES GUIDELINES

Scheduling

Athletic facilities will be available to school activities and outside groups in the following order:

- 1) In season sports
- 2) Non-athletic school activities
- 3) Out of season sports
- 4) Outside groups

All persons planning to use the athletic facilities should schedule them in advance through the School Athletic Director with subsequent approval by the Building Principal and the Director of Business Affairs office. All non-athletic activities and outside groups must have an approved Building Use Form prior to use. To prevent conflicts between athletic groups, intramural and other school organizations, the general scheduling pattern will be worked out by the coaches, the School Athletic Director and/or the Building Principal.

Facility Use Guidelines for All Facilities

The Head coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed:

- 1) Permission to use the facility must be secured.
- 2) All school activities must be supervised by a school employee. All outside groups must be supervised by the person listed on the building use form. This includes supervision of that group's spectators.
- 3) Proper safety precautions should be observed.
- 4) All equipment must be neatly put away immediately after the activity is finished.
- 5) Horseplay in the locker room or any part of the facilities is not permitted.
- 6) Food is only permitted to be stored or consumed in designated areas.
- 7) Persons are not permitted to leave the group and roam around the building.
- 8) The individual listed on the building use form shall be responsible for not only the group using the facility and equipment, but also spectators and parents at the activity. **Failure to properly supervise the activity as a whole will result in the building use permit being revoked.**
- 9) Parking should occur only in designated areas. No vehicles should be parked on lawns or other non-paved areas.
- 10) All trash should be picked up and thrown away following the event.

Facility Use Guidelines for Use of Gymnasiums

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) Street shoes and spikes/cleats are not allowed on the gym floor.
- 2) Lights must be turned off, showers checked.
- 3) The building alarm system must be reset if a custodian is not on duty.
- 4) Baseballs and softballs are not to be thrown or batted in the direction of the bleachers.

Facility Use Guidelines for Use of Stadium

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) Only clean shoes should be worn on the turf.
- 2) No food, drink or seeds are permitted on the turf.
- 3) Use of the press box and lights is permitted only if the use of these areas is requested on the facility use permit and has been approved. The group is responsible for all light charges.

Facility Use Guidelines for Use of the Track

The Head Coach or person in charge of scheduling an activity is responsible for seeing that the following regulations are observed in addition to those listed above:

- 1) All posted regulations listed on signs on the track must be followed.
- 2) Children and spectators must be supervised at all times. Children are not permitted to jump or play in the pole vault, high jump or long jump pits.
- 3) Animals are prohibited in the track area.

The following fees shall be charged to organizations using school facilities in the South Euclid-Lyndhurst School District.

1. All persons/groups using Board-owned facilities must have on file, in the Treasurer's office, a certificate of liability insurance showing a minimum amount of \$1,000,000.00 coverage.
2. When a district facility is used, custodial/maintenance personnel may be assigned at the discretion of the Director of Business Affairs. The fee for such personnel shall be \$50.00 per hour.
3. All South Euclid Lyndhurst School District classes, programs and related organizations (organizations recommended by an Administrator/Supervisor and approved by the Superintendent or designee) shall be exempt from the above USE OF SCHOOL FACILITIES FEES.
4. *NOTE-In general, classrooms are set up for use by students and teachers. Any exception must have the approval of the Building Principal and the Director of Business Affairs.
5. USE OF SCHOOL FACILITIES FEES are based on a per rental basis and shall be charged according to the following fee schedule:

SEL SCHOOLS USE OF SCHOOL FACILITIES

<u>ROOM/FACILITY</u>	<u>RATE PER HOUR</u> or <u>EVENT RENTAL</u>
Computer Lab	\$ 85.00
Classroom	\$ 35.00
Auditorium/Stage at the Administration Building	\$ 75.00
Auditorium/Stage at Brush High School (PAC)	\$175.00
Conference Room at the Administration Building	\$ 85.00
Cafeteria	\$75.00
Gymnasium:	
Elementary/Administration Building	\$ 60.00
Brush East Gym/Greenview/Memorial	\$ 75.00
Brush High School Welser	\$100.00
Track at Korb Field:	
Practice with lights	\$100.00
Practice without lights	\$ 75.00
Soccer Game:	
Soccer game with lights	\$500.00
Soccer game without lights	\$300.00
Baseball/Softball Field (Game Ready):	
Varsity Baseball	\$300.00
Varsity Softball	\$250.00
Memorial	\$150.00
Elementary schools	\$75.00
Outdoor Green Space (Field Use):	
Anderson	\$ 25.00
Lower Elementary Schools	\$ 25.00
Greenview	\$ 25.00
Memorial	\$ 25.00
Brush	\$ 25.00
Football Game	\$2000.00