

SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES

- All in-school activities for students are determined by each building. In-school activities take precedence over outside group activities.
- ALL groups will need to create an account and complete the Facility Usage Application form by visiting [Master Library Scheduling](#).
- If you need assistance, please contact the corresponding Facility Coordinator listed below:

Facility	Coordinator	Email
HS Athletic Related Spaces	Andrew Ovington Dan Buchanan	ovingtona@sycamoreschools.org buchanand@sycamoreschools.org
HS Academic Spaces	Carol Wolkoff	wolkoffc@sycamoreschools.org
HS Theater	John Whapham	whaphamj@sycamoreschools.org
Jr. High Athletic Fields & Gyms	Marc Stern	sternm@sycamoreschools.org
Jr. High Academic Spaces	Michelle Wagner	wagnerm@sycamoreschools.org
Jr. High Theater	Ryan Lamb	lambr@sycamoreschools.org
E.H. Greene Intermediate	Deanna McKeown	mckeownd@sycamoreschool.org
Blue Ash Elementary	Jen Jansen-Rizzo	jansonj@sycamoreschools.org
Maple Dale Elementary	Amanda Brauch	braucha@sycamoreschools.org
Montgomery Elementary	Teresa Hagedorn	hagedornt@sycamoreschools.org
Symmes Elementary	Emily Mitchell	mitchelle@sycamoreschools.org

SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES

All groups who wish to use a Sycamore Community School facility will fall into one of three groups*:

Group I - Government Groups and School Support Organizations

- Local police, fire and rescue departments, when conducting staff training. All branches of the military.
- Township or officials' meetings of general importance when no fee is charged.
- Hamilton County Board of Elections using buildings as polling places.
- District employee organizations.
- Local universities
- Organizations sanctioned by the Board whose exclusive purpose is to support the programs of the District (i.e., PTO, PTSO, Booster Clubs, OHSAA, OMEA, etc.)

Group 2 - Community Groups serving school-age children of the District and Non-Profit Community Groups

- Groups that serve or support school-age children from the District (i.e., scouts, church youth groups, youth athletic organizations, groups/individuals providing services to students (i.e., private lessons).
- Organizations whose primary purpose is to serve the community, when a worthwhile educational, civic, or charitable purpose is served (i.e., churches, service clubs, theater groups, "select" athletic groups, AAU, Sycamore Premier Soccer, Sycamore Athletic Club, Sycamore Youth Football & Cheer, etc.)

Group 3 - Outside & Commercial Groups

- Organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served (i.e., tournaments, camps/events not sponsored by the District/Booster/PTO/PTA/PTSO organizations, etc.)

****Final Group Categorization will be determined by the Facility Coordinator***

PROCEDURES

- ALL groups will need to create an account and complete the Facility Usage Application form by visiting [Master Library Scheduling](#)
- As part of the application process, the group will be required to upload a copy of their certificate of liability insurance in an amount no less than \$1,000,000. The certificate of liability insurance must name “Sycamore Community Schools” as additionally insured. For repeat group usage (i.e. youth groups, basketball practices/games) one certificate per year is sufficient.
- Approval/Denial of the space will be communicated via email through the Master Library System to the group contact.
- The renting group agrees to assume responsibility not to exceed the maximum occupancy limit as posted by the Fire Department. Maximum Occupancy per site can also be found in the Master Library application system..
- Following the event, an administrator of the facility used should notify the Business Office if additional fees have been incurred. The Business Office will then invoice the group for any applicable fees.
- Fees must be paid within 30 days of billing.
- The signature of the organization contact person on the Facility Usage Application serves to indicate the renting group's understanding of the above guidelines and of the fees to be assessed. The signature further indicates that the renting group and activity sponsor will abide by the established guidelines and fees.
- The user and/or activity sponsor may be responsible for damages to the facilities in excess of normal wear and tear.
- Initial Indoor Gym space and outdoor Field space schedules will be determined by the Athletic Department.

SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES

USAGE FEES

SYCAMORE HS	GROUP I	GROUP II	GROUP III
New Stadium	\$50/Hour	\$100/Hour	\$250/Hour
Soccer/Lacrosse/Track Stadium	\$50/Hour	\$100/Hour	\$225/Hour
Main Gymnasium	\$25/Hour	\$75/Hour	\$150/Hour
Auxiliary Gym	\$10/Hour	\$50/Hour	\$75/Hour
Gregory Center Gyms	\$10/Hour	\$50/Hour	\$75/Hour
Varsity Baseball/Softball Field	\$25/Hour	\$50/Hour	\$100/Hour
Natatorium	\$75/Hour	\$100/Hour	\$150/Hour
Theater	\$50/Hour	\$100/Hour	\$200/Hour
Synnovation Lab	\$50/Hour	\$75/Hour	\$150/Hour
Media Center	\$25/Hour	\$50/Hour	\$100/Hour
Commons/Kitchen	\$25/Hour	\$50/Hour	\$100/Hour
Classrooms	\$10/Hour	\$25/Hour	\$50/Hour
Tennis Courts	\$10/Hour	\$50/Hour	\$75/Hour

SYCAMORE JUNIOR HIGH

Jr. High Stadium	\$50/Hour	\$100/Hour	\$200/Hour
Theater	\$50/Hour	\$100/Hour	\$200/Hour
Gymnasium	\$10/Hour	\$50/Hour	\$75/Hour
Classrooms	\$10/Hour	\$25/Hour	\$50/Hour
Media Center	\$25/Hour	\$50/Hour	\$100/Hour
Cafeteria/Kitchen	\$25/Hour	\$50/Hour	\$100/Hour

EDWIN H. GREENE INTERMEDIATE

Gymnasium 1	\$10/Hour	\$50/Hour	\$75/Hour
Gymnasium 2	\$10/Hour	\$50/Hour	\$75/Hour
Classrooms	\$10/Hour	\$25/Hour	\$50/Hour
Cafeteria/Kitchen	\$25/Hour	\$50/Hour	\$100/Hour
Fields	\$50/Hour	\$100/Hour	\$200/Hour

ELEMENTARY SCHOOLS

Cafeteria/Kitchen	\$25/Hour	\$50/Hour	\$100/Hour
Multipurpose Room/Gymnasium	\$10/Hour	\$50/Hour	\$75/Hour
Classrooms	\$10/Hour	\$25/Hour	\$50/Hour
Fields		\$50/Hour	\$75/Hour

SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES

PERSONNEL FEES (Per Person)

Ath. Site Mgr.	\$55/Hour -	When deemed necessary by the school
Custodial	\$45/Hour -	Mon.-Sat. - When an event is scheduled after normal hours
	\$55/Hour -	Sundays & Holidays
Kitchen	\$30/Hour -	When an event is scheduled using District Kitchen facilities
Security	\$75/Hour -	Required when the expected attend. is 100 people or more. 2 hour min.
Theater Tech.	\$20/Hour -	When an event is scheduled at a District Theater.
Theater Mgr.	\$55/Hour -	When an event is scheduled at a Dist.Theater & is req. by the school
Natat. Spvr	\$45/Hour -	When designated by the school/facility
Technology	\$55/Hour -	Pre-Event Set up or Onsite Technician (after hours/weekend)
	\$38/Hour -	During school hours

****Advance deposits may be charged at the discretion of the District**

SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES

SYCAMORE HS

	<u>CAPACITY</u>
New Stadium	3000
Soccer/Lacrosse/Track Stadium	1200
Main Gymnasium	1700, 2000 w/o bleachers
Auxiliary Gym	300
Gregory Center Gyms	300
Varsity Baseball/Softball Field	
Natatorium	
Theater	629
Synnovation Lab	400 w/risers+folding chairs,200+ student
Media Center	TBD
Commons/Kitchen	500
Classrooms	

SYCAMORE JUNIOR HIGH

Jr. High Stadium	500
Theater	
Gymnasium	433-2160 based on set up, tables/chairs
Classrooms	30-35
Media Center	
Cafeteria/Kitchen	282 (Cafeteria)

EDWIN H. GREENE INTERMEDIATE

Gymnasium 1	600
Gymnasium 2	580
Classrooms	34
Cafeteria/Kitchen	560 w/o tables

ELEMENTARY SCHOOLS

Cafeteria/Kitchen	371-431 based on bldg.
Multipurpose Room/Gymnasium	400-875 based on bldg.
Classrooms	35-42 based on bldg.