Wadsworth City Schools

Assistant Superintendent's Office, c/o 625 Broad Street, Wadsworth, OH 44281

Facility Use and Rental Information (Policy 7510)

Updated July 2026

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

Procedures for obtaining a Facility Use Contract

Any group requesting to schedule a space in a building or on the grounds shall first tentatively schedule the event through the building administrator. Per Board Policy, District events have the first right to schedule until October 15th of each school year. After that time, outside rentals are considered in the order received by the proper Administrator and by the group designation. No outside requests will be recognized prior to August 1st of the school year.

1. Facility Use Contracts are to be filled out on the google form link provided below.
2. If your request is approved by the building and the District office, you will receive a copy via email providing additional information and an itemized estimate of all charges. In the event of first-time or very large bookings, prepayment may be required for Groups 3 and 4.
3. The lessee may cancel the agreement without obligation up to one (1) week prior to the scheduled event. At that time, the lessee obligates him/herself as a designated representative of the named organization requesting the facility, and to all conditions set forth on the rental agreement.
4. Once the rental has occurred, the Business Department will issue an invoice to the person who signed the contract. Invoices must be paid within two weeks of receiving the invoice.

User's Responsibility

The group or organization using the school facilities shall hold harmless the members of the Wadsworth City Board of Education and all school employees from any loss, damage, liability or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before the event occurs. In addition, a Certificate of Insurance naming Wadsworth City Schools as an also-insured on liability insurance is required of the lessee. Any damages arising during the use of the facilities will be the responsibility of the lessee.

Liability

Insurance is required for building rentals. The renting organization must provide a public liability policy of Bodily Injury and Property Damage of not less than $1,000,000 for each occurrence, $2,000,000 aggregate. A certificate of insurance is to be issued to Wadsworth City Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day notice on cancellation of the policy or issuance of a new certificate.

The person affixing his/her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization. The signer assumes that he/she has read and understands all procedures and rules contained in the rental guide, and assumes all responsibility for their enforcement. The renting organization, through their signer, guarantees the payment of all fees listed on the contract and/or contained in this guide to the Wadsworth City Schools Board of Education.

Rules and Regulations

1. Any contract granted to any person, group or organization to use any building or property is non-transferrable to any other person, group or organization.
2. Contracts will be issued for specific areas of building or facilities. It is the responsibility of the User to ensure that the remainder of the building or facility is not entered or used.
3. The User shall assume responsibility for securing police protection and/or traffic control when in the district's opinion such police attendance is necessary, with costs borne to the renter.
4. Custodial/Maintenance Staff will give reasonable assistance but may not be expected to assist to the detriment of their regular planned work.

5. For any request to use the Kitchen in any facility, a Food Service Department employee must supervise any use of the kitchen equipment. All costs will be included in the estimate.
6. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor shall not be worn or used in the facility.
7. Use of metal cleats is not permitted on the artificial turf at Art Wright Stadium.
8. Specialty rooms such as science labs, carpentry and automotive areas are available to educational entities only.
9. The maximum length of any school rental agreement will be within one school year (August – June).
10. The Wadsworth City Schools Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.
11. Alcohol beverages, unauthorized drugs, profanity, and gambling are prohibited on school property. Smoking is prohibited on school grounds. Users of facilities must comply with state and local fire and safety regulations.
12. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations or holidays, unless agreement is made to hire appropriate personnel for the rental. It is imperative the district receives these rentals at least one month in advance of the use to secure appropriate personnel.
13. Groups may not use school-owned audio-visual equipment unless such equipment is specified in the contract and a qualified person, determined by the district, is operating the equipment.

Classifications of Building Users:

The use of Wadsworth City School District facilities may be limited to organizations composed of Wadsworth residents headquartered in Wadsworth and operated for the benefit of Wadsworth residents. Organizations headquartered outside the Wadsworth School District are subject to a 25% surcharge in addition to the standard fees.

Group 1: No charge for facility rental. No charge for support services unless facility use is outside normal working hours or if the support service employee is not able to complete his/her normal job in the allotted time due to assisting the rental; in this situation the cost of the support service employees' overtime will be charged to the lessee. Food Service support is required of all rentals using district kitchen.
For the purposes of equal access and distribution of available spaces within the district, priority in scheduling will be given to the teams who are "in season" as determined by the "in season" schedule of the Ohio High School Athletic Association (OHSAA).

- School-affiliated and support organizations (WHYS, Band Booster, All-Sports Boosters, and any other Board recognized booster/parent group, etc.).
- Student-focused organizations operated on a non-profit basis, based in the City of Wadsworth (Boy Scouts, Girl Scouts, Little League Baseball/Softball, Youth Football, Youth Cheerleading, Youth Soccer, Youth Wrestling, Youth Basketball, Parks and Recreation Programs, Governmental Agencies, etc.)
- Youth travel teams sponsored by youth organizations.
- Fundraiser of school sponsored program including athletics. (Athletic camps/clinics)

Group 2*:* Rental fee as listed. No charge for support services unless facility use is outside normal working hours or if the support service employee is not able to complete his/her normal job in the allotted time due to assisting the rental; in this situation the cost for the support service employees' overtime will be charged to the lessee. Food service support is required of all rentals using district kitchen.

- Youth athletic travel/select teams not affiliated with youth organizations which require try-outs or some selections process. Teams must be 50% Wadsworth residents but not affiliated with Group 1 organizations or be coached by a Wadsworth resident and have a maximum number of Wadsworth residents on the team as allowed by league and/or OHSAA rules.

Group 3: Non-school related Wadsworth community service organizations, charitable groups and the OHSAA. Proof of non-profit may be required. Group 3 rental and support service charges apply if applicable. Pre-payment may be required.

Group 4*:* Any person(s) not defined above who charge fees/admission, sell merchandise or products, or solicit donations for the purpose of making a personal profit. Any athletic team that does not meet definitions of Group 1 or 2 or any organization or business classified as "for-profit". Group 4 rental and support service charges apply. Pre-payment may be required.

The Superintendent may waive the rental fees under conditions where the third party utilizing the facility is doing so as an extension of an academic course offering of the district.

Rental Fees (per hour):

Facility	Group 2	Group 3	Group 4
HS Main Gymnasium	$53	$90	$150
HS Field House – Court 1 (wood)	$30	$53	$90
HS Field House – Court 2, 3, 4,	$23	$38	$68
HS Wrestling Room/Gymnastics Room	$23	$38	$68
HS Performing Arts Center	$60	$98	$173
HS Black Box Theatre	$30	$60	$120
HS Commons	$38	$60	$105
HS Senior Commons	$23	$38	$75
HS Kitchen (our staff mandatory)*	$23	$38	$75
HS Classrooms	N/C	$15	$30
HS Media Center	$15	$30	$45
MS Gym	$30	$53	$90
MS Auxiliary Gym	$23	$38	$68
MS Multipurpose Room	$15	$30	$45
MS Cafetorium	$30	$53	$90
MS Kitchen (our staff mandatory)*	$23	$38	$75
MS Classrooms	N/C	$15	$30
MS Library	$15	$30	$45
WIS Gym	$30	$53	$90
WIS Cafeteria	$30	$53	$90
WIS Kitchen (our staff mandatory)*	$23	$38	$75
WIS Classrooms	N/C	$15	$30
WIS Library	$15	$30	$45
Elementary Gym	$23	$38	$68
Elementary Cafeteria	$23	$38	$68
Elem. Kitchen (our staff mandatory)*	$15	$30	$45
Elementary Classrooms	N/C	$15	$30
Elementary Library	$15	$30	$45
Athletic Practice Fields	$8	$15	$30
Solaro Auditorium	$60	$98	$173
Baseball/Softball Field /Tennis Courts	$45	$75	$128
HS Track/Field	$45	$75	$128
Art Wright Stadium – Before 6pm	$45	$75	$150
Art Wright Stadium – After 6pm	$90	$150	$300
Art Wright Stadium – Locker rooms (each)	$15	$30	$45
Art Wright Stadium – Sound system	$15	$30	$45
AV Equipment	$8/item	$8/item	$30/item
Custodial Charge	$40	$40	$40
Kitchen Staff*	$30	$30	$30
Auditorium Tech	$30	$30	$30
Field Prep (2 staff) + supply cost	$80 + Supplies	$80 + Supplies	$80 + Supplies
Weather-related preparations (ice/snow)	$60	$60	$60

- No contracts will be approved with less than 7 business days' notice.
- Outdoor sports (i.e. baseball, football, soccer, etc.) may have limited access to indoor facilities at the discretion of the District due to the potential for facility damage. Indoor facilities may be used for activities such as registrations, equipment distributions, pictures, etc.

Click here to be taken to the online rental form.