



Dublin City Schools Facility Rental Guidelines

1. Purpose

This document outlines the policies, procedures, and guidelines for the rental and use of facilities owned and operated by Dublin City Schools. These guidelines ensure the equitable, safe, and responsible use of district facilities for both internal and external users.

2. General Policy

- Facilities are primarily for the use of the school district's educational and extracurricular activities.
- Secondary use by external groups is permitted based on availability and compliance with district guidelines.
- Rental agreements are subject to the terms outlined in this document and must align with the district's mission and values.
- School premises should be available for community purposes as long as it doesn't interfere with the educational programs.
- “School premises” includes all indoor and outdoor structures, facilities, and land owned or leased by the Board.
- “Non-school hours” refers to times prior to and after regular classroom instruction, weekends, holidays, and vacation breaks.
- The Board will permit the use of school premises when requested the FMX web portal by a responsible organization or group and approved by the Chief Operating Officer.

3. Facility Availability

- Facilities are available for rental Monday through Sunday, excluding school holidays, inclement weather days, or other restricted periods as determined by the district.
- Events for external groups cannot be scheduled more than 90 days in advance.

4. Priority of Use

1. **District Activities:** School programs, events, and activities take precedence.
2. **Affiliated Groups:** PTA/PTO, booster clubs, and other district-affiliated organizations.
3. **Community Groups:** Nonprofit organizations and local community groups.
4. **Private/Commercial Use:** Businesses or individuals hosting private events.
5. Priority for use is given to school-related activities, followed by uses indirectly related to the schools, employee associations, voter registration, government agencies, the public library, and community organizations.

5. Application Process

1. Application Submission:

- Dublin City Schools uses a web-based software called FMX to request the rental of any facilities.
- Prior to reserving any space, potential renters must create an account in the FMX system and upload required documentation. If it is a new account, the documentation must be approved before the renter can continue.
- The user must select the proper User Group Designation for their group:
 - 1. Group A - School activities and school organizations. (Interscholastic contests, PTO, Boosters)
 - 2. Group B - Community groups. Example: DYA, DSL, DFL
 - 3. Group C - Non-profit groups. All groups must provide a 501(c) certificate
 - 4. Group D - For profit groups
- Use the software to check availability and make the rental request.
- The Chief Operating Officer is responsible for clearing each application and approving or denying the use of school premises based on Board policy.
- A notification of the approved request is sent to the building administrator.
- The district may require sufficient time for investigation, notice, and arrangement of all requests, and has first claim to the use of its own property.
- Cancellations may be issued by the Chief Operating Officer, with or without notice.
- All approvals are granted with the understanding that the district has the right to cancel.

2. Approval Process:

- Requests will be reviewed based on availability, purpose, and compliance with guidelines.
- Approval or denial will be communicated within [7-10 business days].

3. Required Documentation:

- Current certificate of insurance naming Board of Education – Dublin City Schools as an additional insured under the policy with minimum liability limits of \$1,000,000 per occurrence.
- Payment of fees upon completion of event or in installments in the case of a recurring event.

4. Building Accessibility

- If there is a setup time specified for the event, the doors will be set to unlock at the start of the setup time period, otherwise the doors will unlock 10 minutes before the start time and lock 10 minutes after the start time unless alternative arrangements have been made with the organization sponsoring the event. Doors will unlock 10 minutes prior to the scheduled end time and relock 10 minutes after the scheduled end time.

6. Fee Structure

- A detailed board approved fee schedule is attached (Appendix A) and includes:
 - Hourly rates for specific facilities.
 - Staffing fees (e.g., custodial, security).
 - Equipment usage fees (e.g., AV equipment, sports equipment).

- Nonprofit groups may qualify for discounted rates upon proof of 501(c)(3) status.
- A schedule of fees is reviewed annually by the Chief Operating Officer.

7. Insurance Requirements

- All external users must provide proof of liability insurance, naming Dublin City Schools as an additional insured.
- Minimum coverage: [\$1,000,000 per occurrence / \$2,000,000 aggregate].
- Exceptions: [e.g., district-affiliated groups].
- Users must maintain a public risk insurance policy with a reputable insurer with a rating of A- or better with a minimum of \$2,000,000 coverage.
- The insurance policy must name the Board as an additional insured.
- The user's policy is considered primary, and any insurance held by the Board is considered excess.

8. Rules and Regulations

- Use of district facilities is guided by Board of Education Policy 7510 and Administrative Guideline 7510. All renters agree to abide by the rules and regulations set forth in these documents.
- All renters must comply with the following:
 - **Supervision:** Adequate adult supervision must be provided for all youth activities.
 - **Prohibited Activities:** Alcohol, smoking, vaping, drugs, and weapons are strictly prohibited on school premises.
 - Users cannot assign, transfer, sublet, or charge a fee to others for the use of school property.
 - **Groups that conflict with District programs or are not authorized by Board policy will not be granted permits.**
 - The district may remove a service animal if it is out of control or not housebroken.
 - **Alcoholic beverages and controlled substances are not permitted on District property.**
 - Decorations must be fireproof and approved by the building administrator.
 - Open flames, such as candles, require written permission from the fire marshal.
 - **Damage:** Renters are responsible for any damage to the facility or equipment.
 - Users are fully responsible for all loss or damage to District property, including that of students and employees.
 - Users must provide written notice to the District within 24 hours of any accident resulting in bodily injury or damage to District property.
 - Users must indemnify and hold harmless the Board against any claims.
 - The use of any materials on floors or other parts of the building is strictly prohibited without written approval from the building administrator.
 - Arrangements for use of stages, furniture, and equipment must be made in advance, and additional custodial services may be required.

- Buildings are typically opened 30 minutes prior to and after scheduled activity times, unless otherwise arranged.
- Use during summer or vacation periods depends on the availability of building service personnel.
- Unauthorized methods of obtaining funds, including gambling, are not allowed.
- A school custodian must be on duty whenever school premises are being used, unless exempted by the principal.
- Users are responsible for enforcing rules and regulations, and infractions can lead to refusal of future requests.
- Users must ensure proper supervision, control, and accommodation of persons attending the activity, and only access authorized areas.
- Corridors, exits, and stairways must be free of obstructions.
- Exits must be lighted, and blocking exits or aisles is prohibited.
- The District is not responsible for any loss of valuables or personal property.
- Flyers and other materials can only be distributed if directly related to the activity.
- Non-marking gym shoes are required in gymnasiums.
- Skateboards and other hazardous equipment are prohibited.
- Hazardous materials are prohibited without specific written approval.
- **Set-Up and Clean-Up:** Renters must leave the facility in the condition it was provided. Additional fees will apply for cleaning beyond normal wear and tear.
- Users of school equipment must accept liability for any damage or loss.
- Users are financially liable for damage to facilities and for proper chaperonage.
- Users are responsible for obtaining any required business licenses or permits.
- No liability shall attach to the District or its employees as a result of allowing access to school premises.
- Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

9. Cancellation and Refund Policy

- The district reserves the right to cancel rentals due to unforeseen circumstances (e.g., weather, emergencies). In such cases, refunds or rescheduling will be offered.

10. Health and Safety

- The Organization will only provide access to Board facilities and/or equipment to those individuals who agree to conduct a daily symptom assessment (self-evaluation) and to stay at home if experiencing symptoms of fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headaches, sore throat, or new loss of taste or smell.

- All individuals must agree to stay at home if they have been in close contact with any person who has tested positive for COVID-19 in the past fourteen (14) days, excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated.
- The Organization will immediately (within 8 hours) notify the Board if any participants who have been on Board property test positive for COVID-19.
- The Organization will inspect the Board facilities and/or equipment being used and will only allow such use if the facilities are determined to be safe. The Organization will end its use and notify the Board if it determines the facilities are unsafe.
- The Organization acknowledges that the use of Board facilities and/or equipment involves risks and dangers including, but not limited to accidents, illnesses, and death, including but not limited to COVID-19 and any related or derivative disease or condition.
- In exchange for the Board allowing the Organization to use its facilities and/or equipment, the Organization assumes all risks of participation and releases, discharges, waives, and agrees not to sue the Board for any liability, claims, damages, causes of action, and/or demands.
- The Organization agrees to indemnify and hold harmless the Board from any claim arising out of or related to use of Board facilities and/or equipment by the Organization, its participants, spectators, or any other individual.
- The Organization assumes all responsibility for compliance with all federal, state, and Board rules and regulations related to health, safety, and the spread of contagious disease.

11. Contact Information

For questions or to submit applications, please contact:

- Office Name: Facilities Rental
- Email: facilities_rental@dublinschools.net

12. Revenue Distribution

- High school athletic departments receive a transfer from the General Fund for event rentals they would have collected.
- Stadium rentals are collected and pooled annually in a separate fund, with **20% distributed equally to each high school athletic department and 80% retained for a sinking fund.**
- Site managers are responsible for arranging parking and setting rates according to Board-approved fees or other guidelines.
- **50% of parking revenues go to the District Treasurer for a sinking fund, and the other 50% is split between the athletic department and the groups working to collect parking fees.**
- The District negotiates with a concession manager for all high school stadium concession management.
- Distribution of concessions is determined in an agreement between the District and the concession manager.

13. Use of School Premises for Political Purposes

- School premises must be made available to candidates for public office and political organizations for public discussions during non-school hours, free of charge, but not for fundraising.

14. Disaster Preparedness

- In case of a disaster, the Board will make school premises available at no charge for housing, feeding, and care of victims.

Acknowledgment

By signing below, the renter acknowledges understanding and agreement to abide by all guidelines set forth in this document and the attached documents.

Renter's Signature: _____

Date: _____