SOUTH EUCLID–
LYNDHURST
SCHOOLS

SCHOOL FACILITIES

HANDBOOK

Updated September 1, 2026

Facility Use Permit Application Instructions

These procedures apply to organizations, groups and individuals requesting to reserve or conduct organized activities in District facilities. Individuals seeking personal access to the Korb Field walking track should use the Korb Field Track Pass process instead.

1. Review the Facility Handbook and complete the Use of School Facility Application, available on the District's website - www.selschools.org/operations/business-office

Submit the application along with Proof of Insurance (Certificate of Liability) to the Business Office at smithma@selschools.org.

The Certificate of Liability must list the following as the Certificate Holder (Additional Insured):

South Euclid-Lyndhurst School District
Attention: Business Affairs
5044 Mayfield Road
Lyndhurst, Ohio 44124

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

3. Once approved, the permit will be sent to the applicant and shared with the building administrator or Athletic Director. The Treasurer's Office and Maintenance Department will be notified if necessary.

4. The Permit Holder must have a copy of the approved permit in their possession during facility use.

Facility Use Regulations

Prior to Use:

- Requests must be submitted at least 10 days prior to the requested date through the building principal.
- All requests require approval from the Director of Business Affairs using designated District forms.
- No organization, group or individual conducting organized or reserved facility use is permitted to access the facility without an approved Facility Use Permit.
- School-sponsored activities take priority over all other facility use.

Permit Holder Responsibilities:

- Ensure all participants, spectators, and visitors follow District rules.
- Restrict activities to the approved room(s) or facility area(s).
- Supervise and maintain the proper care of all areas and equipment used.
- Prevent unauthorized entry into other parts of the building.
- All groups must have completed cleaning of the facility and vacate the premises by the time stated on the permit.
- Pay for damage, theft, or breakage beyond normal wear and tear.
- Facility Use Permit Holders must provide proof of liability insurance in the amount of $1,000,000 per occurrence / $1,000,000 aggregate, with the District named as an additional insured. The policy must hold the District harmless.
- Permit Holders representing an organization must be at least 18 years of age.

Facility Use Requirements:

- ***Gymnasium:*** All participants must wear gym shoes.
- ***Kitchen:*** Use requires approval of the Food Service Manager. Food Service staff may be required at the Permit Holder's expense. Cleanup is the responsibility of the Permit Holder.
- ***Auditorium/Stage Lighting:*** Use requires a trained school technician, billed at the current Board-approved hourly rate.
- ***Custodial Services:*** Custodians are responsible for unlocking/locking, lights, heating/cooling, basic setup, and cleanup. Custodial coverage includes 30 minutes before, the activity, and 30 minutes after.
- ***Custodial Authority:*** Custodians enforce all rules and regulations established by the Board.
- ***Other Personnel:*** A custodian, school administrator, or designee may be required during use. A maintenance employee may be required for stadiums and a food service employee for kitchens.

Behavior and Safety Rules:

- No tobacco, vaping, gambling, narcotics, or alcohol are allowed in buildings or on grounds.
- Parking attendants,fire and/or police supervision may be required for certain events.
- Groups must provide their own setup and teardown. District personnel may be requested at the current Board-approved hourly rate.
- Food and beverages are only permitted in designated, approved areas.
- All activities must comply with applicable laws and District regulations.

Cancellations and Fees:

- The Board reserves the right to impose additional regulations or restrictions at any time, either verbally or in writing, as deemed necessary to ensure the safety of individuals, protect school property, and promote the general welfare of the community. This includes the right to cancel any permit.
- The Permit Holder must provide at least 24 hours' notice for cancellations. Any costs incurred by the District for late cancellation will be billed to the Permit Holder.
- Payments are made directly to **South Euclid-Lyndhurst City School District**.
- Snow removal, special services, or personnel requested beyond standard custodial coverage are billed at Board-approved rates.

Non-Discrimination:

- Facilities may not be used by organizations that restrict membership or attendance based on race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

GROUP CLASSIFICATIONS

Use of District Facilities

The facilities of the South Euclid-Lyndhurst City School District are primarily intended for educational purposes. However, the District permits community use of its buildings and grounds outside of school hours, provided such use is conducted responsibly, does not create additional costs for the District, and does not impose undue hardship on the District.

Classifications of Building Users and Rental Fees

Priority of Use:
District facilities are made available in the following order of priority:

- **Group I – School-Affiliated and Support Organizations**
- **Group II – Non-Profit Organizations**
- **Group III – Non-School-Related Community Groups**
- **Group IV – For-Profit Groups**

Priority will always be given to District-sponsored and school-affiliated activities. Community and outside organization use is secondary and subject to cancellation or rescheduling if facilities are required for school programs or District operations.

Group I – School-Affiliated and Support Organizations

A. Official student organizations and Board-approved extracurricular activities
B. School-related groups such as PTA, Boosters, and Alumni Associations

Group I organizations will not be charged for the use of District buildings, equipment, or grounds unless special services are required or usage occurs outside of standard business hours.

Group II – Non-Profit Organizations

A. School employee groups
B. YMCA youth programming
C. Youth welfare organizations that directly serve school-aged children

Group II organizations will not be charged a fee during standard business hours. Fees will apply for facility use outside of standard business hours (e.g., Saturdays, Sundays, holidays) to cover employee costs plus any applicable fees.

Group III – Non-School-Related Community Groups

A. Athletic groups
B. Charitable organizations
C. Civic organizations
D. Cultural groups
E. Fine arts organizations
F. Religious groups
G. Service clubs
H. Theater groups

Group III organizations will be charged rental fees based on the estimated costs such as employee wages, maintaining the facility, utilities, maintenance, and cleaning.

Group IV – For-Profit Groups

A. Businesses
B. Industrial organizations
C. Professional groups
D. Outside dance recitals
E. Other commercial or for-profit entities

Note: This category includes groups in which a majority of participants reside outside the South Euclid-Lyndhurst communities.

Group IV organizations will be charged rental fees based on the estimated costs such as employee wages, maintaining the facility, utilities, maintenance, and cleaning.

Note: School equipment including the public announcement (PA) system, will not be available to Groups II, III & IV unless approved in advance by the building principals.

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

Organizations, groups and individuals planning organized or reserved use of athletic facilities must schedule their use in advance through the Athletic Director with subsequent approval from the Director of Business Affairs.

Facility Use Guidelines for All Facilities

The Athletic Director, Head Coach, or Permit Holder is responsible for seeing that the following regulations are observed:

- Permission to use the facility must be approved in advance.
- Proper safety precautions should be observed.
- All equipment must be neatly put away immediately after the activity is finished.
- Horseplay in any part of the facility is not permitted.
- Food is only permitted to be stored or consumed in designated, approved areas.
- Individuals are not allowed to leave the group and/or roam around the building.
- The Permit Holder is responsible for the group utilizing the facility and equipment as well as spectators and parents at the activity. **Failure to properly supervise the activity as a whole will result in the building use permit being revoked.**
- Parking should occur only in designated areas. Vehicles may not be parked on lawns or other non-paved areas.
- All trash should be picked up and thrown away following the event.

Facility Use Guidelines for Use of Gymnasiums

The Athletic Director, Head Coach, or Permit Holder is responsible for ensuring that all of following regulations, and the ones listed above, are adhered to:

- Street shoes and spikes/cleats are not allowed on the gym floor.
- At the end of the event the lights must be turned off and showers checked.
- The building alarm system must be armed if a custodian is not on duty.

Note: ***Indoor practice baseball and softballs must be used indoors.***

Facility Use Guidelines for Use of Stadium

The Athletic Director, Head Coach, or Permit Holder is responsible for ensuring that the following regulations, and the ones listed above, are adhered to:

- Only clean shoes should be worn on the turf.
- No food, drink or seeds are permitted on the turf.
- Use of the press box and lights is permitted only when listed on the facilities use permit and approved. Additional fees may apply.

Facility Use Guidelines for Korb Field Track

The Athletic Director, Head Coach, or Permit Holder is responsible for seeing that the following regulations are observed in addition to those listed above:

- All posted regulations listed on signs on the track must be followed.
- 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.
- Animals are prohibited in the track area.

The Korb Field walking track is available to approved individual users during designated community access hours when the facility is not being used for District activities, approved facility use, maintenance, or other District operations. ***Individuals must have a valid Korb Field Track Pass to access the track and must comply with all Track Pass requirements and posted facility rules.***

SEL SCHOOLS PERMIT FEE SCHEDULE

Room/Facility	**Rate Per Hour**	**or**	**Event Rental**
Computer Lab	$ 95.00		
*Classroom	$ 40.00		
Admin Building Auditorium/Stage	$ 80.00		
Brush HS Auditorium/Stage (PAC)	$190.00		
Admin Building Conference Rooms	$ 95.00		
Cafeteria	$80.00		
Gymnasium:			
Elementary/Admin Building	$ 65.00		
Greenview/Memorial/Brush East Gym	$ 80.00		
Brush High School Welser	$110.00		
Track Only:	$ 55.00		
Korb Field :			
Practice with lights	$110.00		
Practice without lights	$ 80.00		
Soccer Game:			
with lights			$550.00
without lights			$330.00
Football Game			$2200.00
High School green areas	$ 30.00		
Greenview Baseball Field	$ 30.00		
Outdoor Field Use:			
Adrian or Anderson	$ 30.00		
Memorial	$ 30.00		

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