

**AKRON PUBLIC SCHOOLS
AKRON, OHIO**

BUSINESS AFFAIRS

**ADMINISTRATIVE PROCEDURES
FOR USE AND RENTAL OF
FACILITIES**



**In Accordance With School Board Policies
7510, 7550**

Revised July 1, 2001



Sylvester Small, Superintendent

AKRON PUBLIC SCHOOLS USING YOUR SCHOOL FACILITIES

To The Community:

The question is often asked,



"Why can't I use
the public school
buildings?"

The answer usually is,



"You can."

However, there must be certain rules established for everyone's benefit, protection and safety.

We all recognize that the school children have first claim upon school buildings and grounds. The community has a great deal invested in the school buildings, and when they are not needed for school functions, these facilities are available to the community. Their use is limited to educational, cultural, recreational and civic activities in the best interest of the community. This booklet sets forth the procedures adopted by the Akron Board of Education. It includes the regulations for the use of buildings, grounds and equipment plus a statement of fees to be charged. Fees are necessary in that employees are required to be on call and thus receive pay plus energy requirements which are different than when the facility is not occupied. Rental rates are established but variables may occur which may make it necessary for adjustments in the rates.

Your cooperation in properly maintaining the schools and respecting this property as an institution designed primarily for education will be appreciated.

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USAGE/RENTAL

- A. Plan your meeting well in advance of the date you wish to use the building. *Facilities and Site Usage Applications* are to be filed with the Business Affairs Office at least **30 days prior to the date the building and/or grounds are to be used.**
- B. Contact the Business Affairs Office, 550 E. North Street, Akron, Ohio, 44304 (330-761-1340) to see if the building you requested is available. A *Facilities and Site Usage Application* will be mailed upon request. The Business Affairs Office will notify the building principal/manager that a request has been made for use of the facility and/or grounds. All federal, state and city licenses and permits, certificates of insurance and security plans--if required--must be **OBTAINED AND APPROVED BEFORE A PERMIT WILL BE ISSUED.**
- C. A nonrefundable application fee of \$25.00 must be paid to the Business Affairs Office when the application is filed. This \$25.00 application fee will be applied to the rental rate should the application request be approved.
- D. **An approved valid permit will only be issued after full and approved payment and all required documentation has been received. The full payment must be received by the Business Affairs Office at least 14 days prior to the desired date for use of buildings and/or grounds.** Payment must be by cash, money order or certified check made payable to the Treasurer of the Akron Public Schools.
- E. A certificate of insurance for appropriated liability coverage with the Akron Board of Education named on the policy as an additional insured must be provided to the Business Affairs Office. The insurance coverage is subject to approval by the Business Affairs Office as to both the carrier and the terms of coverage. Minimum acceptable limits of liability insurance shall be \$1,000,000/3,000,000 for each rental occurrence. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify the Akron City School District, Akron Board of Education and employees from any all demands, claims, suits, action and legal proceedings brought against it from the use of buildings and grounds. No permit will be issued until the certificate of insurance with the Akron Board of Education named as an additional insured is received in the Business Affairs Office.
- F. Requests for the rental of school facilities will be processed on a first-come first-serve basis; however, **ALL SCHOOL FUNCTIONS SHALL HAVE PRIORITY OVER ALL OTHER ACTIVITIES.**
- G. An estimate of the cost for rental of the school facility will be calculated. This estimate will include the applicable flat rate, possible utility charge (i.e. heating/air conditioning season), custodial, security fees and all other expenses incurred by the Akron Public Schools due to use of a facility by the rental group. **RENTAL RATES ARE SUBJECT TO CHANGE.**

If the actual cost incurred by the School Board in renting the school facility is more than the estimated cost, then the rental group will be charged for the additional amount. If the actual cost incurred by the School Board is less than the estimated cost, then the rental group will be reimbursed for the overcharge.
- H. The *Facilities and Site Usage Application* and the permit are the approved forms for the rental of facilities.



RENTAL PROCEDURES/GENERAL GUIDELINES

Public school buildings are provided primarily for the regular educational program of the Akron Public Schools and they must be maintained at all times in a satisfactory manner for this essential purpose. The public schools should also serve as community centers for the promotion of the cultural, recreational, civic and educational life of the city. In furtherance of this purpose, the use of the public school facilities outside of school hours (**7:00 a.m. to 7:00 p.m., Monday through Friday**) will be granted for worthwhile educational, cultural, recreational and civic activities as is consistent with the statutes, the primary purpose of the schools, and the rules and regulations of the Board of Education.

Such use of the facilities/grounds and equipment will be granted subject to the following conditions:

1. The program of activities must be suited to the available facilities; they must be of an educational, cultural, recreational or civic nature. While programs will be reviewed on a broad standard and normally will be approved without comment, the Akron Public Schools will reserve the right to refuse to rent facilities for purposes inconsistent with accepted community standards or the educational philosophy of the schools.
2. All rental periods must be a minimum of three (3) hours. In addition, a one-half (1/2) hour prior and following the permit time will be charged for opening and closing per union contract (**\$27.00 per hour**).
3. Leadership/supervision of a competent adult who must be at least 18 years of age is required for the entire time while the facility is being rented. The Business Affairs reserves the right to judge the adequacy of such supervision, and if in its judgment it is advisable to do so, may require a person or persons to be assigned to this function and the applicant will pay for such services. Permit holders are responsible for the conduct of both participants and spectators.
4. Cost of custodial services and other operating expenses shall be paid by the agency or group requesting the use of the building. The group or agency shall assume full responsibility for any damage to Board property beyond that resulting from reasonable usage. Damage for vandalism or misuse of the facility will be assessed at the actual cost for repair or replacement.
5. For Parent-Teacher Associations, parents' organizations, and for certain youth agencies whose program is closely allied with public education, the Board of Education may provide facilities for meetings without charge.

6. Use of the buildings/grounds and their equipment shall be authorized upon written permits issued by the Business Affairs Office in conformity with the rules and regulations of the Board.
7. Use of public school facilities for **private, commercial, personal gain or operating a business is prohibited.**

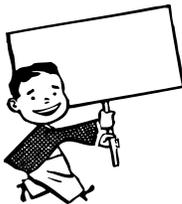


8. **Smoking, the use of alcoholic beverages, drugs, and/or the distribution of advertising of alcoholic beverages or of dealers in such beverages in school buildings or on school board premises are prohibited.**



9. **Games of chance, lotteries, raffles, etc., in school board buildings or on school board premises are prohibited.**

10. Organizations using a school gym for athletic purposes shall observe the rule of requiring gym shoes for all persons using the gym floor.
11. Fire and safety regulations of the Akron Board of Education, the City of Akron, and the State of Ohio must be followed at all times. The responsibility for proof of compliance rests with the renter.
12. The agency, group, or organization using the facilities must assume all responsibility for admission, sales tax or fees when required.



13. **Public school facilities are not to be used for merchandising purposes.** Any meeting, radio or television programs or activities designed to promote the sale of merchandise or services are prohibited in buildings or on Board premises. (This does not exclude the use of facilities by commercial organizations for meetings limited to the organization's own personnel.)
14. Advertising material of any kind to be distributed or posted in buildings or on premises must receive prior approval through Business Affairs.
15. Books, magazines, leaflets, posters, maps or other publications or materials to be distributed or displayed in or on any building must receive prior approval through Business Affairs.
16. Dances, rock/country/gospel concerts, circuses, wedding receptions, talent shows, boxing, wrestling, or other similar type activities are not approved facility rentals. (This does not apply to school sponsored events.)
17. Building facilities are not available for private entertainment or parties.

18. Facilities may not be rented for sponsoring political activities. (Summit County Board of Elections are exempt from this exclusion.)
19. When school related organizations sponsor carnivals, flea markets, car washes, linen sales, suit sales, etc., within or outside the school building, the cost for custodial services and utilities must be paid to the Board of Education by the sponsoring organization.

20. Sites are closed to rentals on the following days:

Independence Day	New Year's Eve Day/New Year's Day
Labor Day	Martin Luther King Day
Thanksgiving Day	President's Day
Christmas Eve Day/Christmas Day	Good Friday
Memorial Day	Last Week of School--senior high schools

21. If Akron Public Schools are closed for any reason, all scheduled rentals will be canceled.
22. Illuminated signs on school property to advertise events are against City code.
23. All adopted Board policies will apply to all rentals of facilities during non-school hours.
24. Under no circumstances should Board of Education facilities be sublet by the renter to another group or agency.
25. Failure to comply with rules and regulations for the use and rental of school facilities may result in unavailability of rental permits in the future.
26. The Akron Board of Education reserves the right to make its facilities and equipment (i.e. PA systems, computers) unavailable for rental. For examples:

Examples of Facilities Non-Rental

Central-Hower Athletic Complex (Old Forge Field)
 Firestone High School Natatorium
 Ellet High School Track
 Computer Centers
 Kenmore Annex (Lakeshore)
 All Stadiums

Examples of Equipment Non-Rental

PA Systems
 Computers
 Overhead Projector

27. The Business Affairs Office reserves the right to cancel or modify a permit in an emergency or if determined to be in the best interest of the school system.
28. **Outside organizations wishing to cancel a permit must notify the Business Affairs Office 48 hours in advance of the event; otherwise, any fees incurred may be charged to the permit holder.**
29. Rentals are to be scheduled and confirmed 60 days in advance of the requested rental date. Rental dates that conflict with school related activities will result in cancellation of the rental agreement.

30. June, July and August have fewer students/staff in the facilities; thus, during this timeframe, major and minor repairs, remodeling and general cleaning are scheduled. The use of buildings will be limited during these months so that all scheduled physical improvements can be completed.
31. All prospective renters must estimate the maximum number of persons to be on the school site during the rental period.
32. Student Services and Security may, during the course of an event, hire additional security personnel at the renter's expense if in their judgment additional personnel are needed to protect persons and/or property. The renter will receive an invoice detailing any such charges.
33. The Board of Education reserves the right to revise rental rates and procedures at any time.
34. The Superintendent of Schools may make exceptions--with Board concurrence--to revise these rules and regulations.



RENTAL RATES



RENTAL RATES ARE SUBJECT TO CHANGE

- A.** The rates and charges for the use of buildings, equipment and/or grounds shall be in accordance with the schedule that is part of these administrative procedures and regulations. The scheduled rates shall be available to applicants for the use of facilities and shall be uniformly applied to all applicants.
- B.** Charges for custodial and/or child nutrition services shall be based upon a schedule of salaries and benefits for services rendered beyond those for which regular compensation is paid.
1. Additional fees may be charged for special equipment such as public address systems, stage scenery or certain types of projectors or equipment, and for the salary of personnel assigned to operate such equipment.
 2. Rates are subject to the type of services rendered; i.e. setting up and removing chairs, additional custodial services, audio specialist, stage crew, etc.
 3. Commercial rates will be charged when an activity is designed primarily for purposes of raising funds for charitable organizations. Commercial rates are in effect when admission is charged or donations are received. These rates will include extra custodial services and utilities.
 4. The use of child nutrition equipment for the preparation and/or serving of meals will be permitted only with district child nutrition personnel on duty.
- C. Fully-Subsidized School and School Related Use** (There will be no charge to user for the first four hours of use.)
1. School-sponsored groups of students, groups of parents of students, or of parents and friends of the school combined, organized solely for the purpose of strengthening and supporting the school or some element of its curricular or co-curricular program may use school facilities without charge when they are not needed for the school program or when incidence of such use will not exceed the number of permits allocated the school for activities and events.

Principal/Building Manager Permits	
Senior High	46
Middle	12
Elementary	8 (all but Crouse, Erie Island, Stewart)
Crouse (Caring Community Project)	12
Erie Island (Caring Community Project)	12
Stewart (African Centered Education)	12
Firestone High:	
Performing Arts Program	4
Swimming Pool	6
High School Stadium (Buchtel, Ellet, Firestone, Kenmore)	5
Miller-South Performing Arts	16

For periods of use in excess of four hours, a fee will be charged to cover the actual cost of additional custodial services required at the rate of **\$38.00 per hour**.

Permits are required to be filed through Business Affairs prior to the scheduled event. The Business Affairs Office shall decide whether the group is school related.

2. City of Akron

a. Recreational Department



The City of Akron Recreation Department may use school facilities, equipment and/or grounds during the normal work week without charge for planned and supervised recreational programs for children and adults when the facilities are not needed for the school program. The agreement between the City of Akron and the Akron Board of Education grants the City of Akron Recreation Department free use of school facilities for recreational purposes (building and ground usage).

Weekend use of school facilities will be handled per the M.O.U. Article signed April 28, 2001. permit from the Business Affairs Office is required. The City of Akron may not sublet school facilities to groups or organizations which are not coordinated and supervised through the Bureau of Recreation. Such groups or organizations must apply for permission for use of facilities directly to the Akron Public Schools and pay the rental fees as established by the Akron Board of Education. All City of Akron activities scheduled for Akron Public Schools facilities requires on site adult supervision.

b. Community Meetings



Akron Public Schools middle schools have been designated as community meeting centers.

Scheduling of buildings through a permit for community meetings will be facilitated through the City of Akron Service Director's office and the building principal. Buildings are available from 8:00 a.m. to 9:30 p.m. on all days students are in attendance. Building usage will not be available on Saturday, Sunday or holidays. If a building is closed due to a calamity, the community meeting request will be automatically canceled.

Night custodians do have the option to work the day shift in the summer, thus a paid permit from the Business Affairs Office will be required and a fee to cover the

custodial, maintenance and utility costs will be charged at the rate of **\$38.00 per hour** if events are scheduled other than during the day shift.

Additional permits for use of the middle schools may be issued in connection with City of Akron sponsored meetings by the Business Affairs Office. Such permits shall be issued for an adult group of 50 or less in attendance when an assistant custodian is on duty all buildings must be vacated by 9:30 p.m. If a permit exceeds stated time and/or number of people--over 50--in attendance, the city and union shall be notified of the violation. A second such violation by the same group will no longer have free access to the buildings.

These permits are issued without custodial services, before, during or after the permit and will be noted on the permit. Custodial shifts shall not be changed to accommodate such permits.

Refreshments such as cold sandwiches, cookies, doughnuts or beverages may be served. Hot foods or dinners--including pot luck--shall require a paid permit.

Such permits may be transferred to another middle school in the same division when the area requested in the original middle school has been scheduled for use by another group prior to the request.

3. **Community Requests for Classroom Use During the School Day**



Classrooms will be available to the community 8:00 a.m. to 5:00 p.m. when schools are normally in session.

Community members wishing to reserve a classroom will contact the building principal. The principal will identify, schedule and confirm the room, if one is available. Community members are responsible for restoring the room to the condition in which it was found.

D. **Partially-Subsidized School-Related Groups** (three-hour minimum)



For flea markets, rummage sales, carnivals and other fundraising events held within school buildings, a fee covering custodial cost for the full permit plus cleanup will be charged when profits thereof are returned to the school involved. Such groups include PTA's and Booster Clubs organized to support certain school programs and student activities at the rate of **\$38.00 per hour**.

E. Partially-Subsidized Nonschool-Related Youth Groups (three-hour minimum)



Recognized community youth groups, such as YMCA, CYO, Girls and Boys Scouts or Pee Wee organizations may use the school buildings for activities or events at which no admission is charged and no refreshments are sold at a fee covering custodial, maintenance and utility costs at the rate of **\$38.00 per hour** when facilities are not needed for the school program.

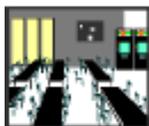
F. Noncommercial, Nonsubsidized Standard Hourly Rate (three-hour minimum)



Any recognized community group or organization in the City of Akron may use school facilities and equipment for events which are of an educational, cultural, recreational or civic nature at which no admission is charged or donations are collected will pay the following hourly rate:



1. The rate for a classroom rented during the school day is **\$12.00 per hour** to cover maintenance and minimal utility cost.
2. The rate for a classroom rented after the school day not in conjunction with the rental of another area of the building includes custodial, maintenance and utility costs at the rate of **\$38.00 per hour**.
3. The rate for each classroom used in addition to the rental of either the auditorium or gymnasium is **\$12.00 per hour** to cover maintenance and utility costs.



4. The rate for each cafeteria (not including the kitchen) when rented separately includes custodial, maintenance and utility costs at the rate of **\$38.00 per hour**.
5. The rate for each **cafeteria**, when used in conjunction with the auditorium and/or gymnasium is **\$15.00 per hour**.

6. If the cafeteria/kitchen is used, when the event is over, it must be left in its original condition. The rental fee permits use of major kitchen appliances with the exception of refrigeration. The renter must supply all cleaning materials and small equipment such as pots, pans utensils, etc.



7. The rate for each **kitchen** when used in conjunction with the cafeteria/auditorium and/or gymnasium is **\$17.90 per hour**. A child nutrition supervisor must be present at all times when the kitchen is being rented. **There is a minimum charge of two hours**.
8. If an organization wishes to rent two gymnasiums at the same location, the second gymnasium rents for 50% of the total cost of the first gymnasium.
9. There is a Board minimum rate of **\$38.00 per hour**. It is used for the following:
- Alumni Class Reunions/Tours
 - Federally Funded Programs (use and cleanup)
 - City of Akron Community Meetings
 - Civil Service for Saturday Testing (that does not involve Board testing)
 - Partially Subsidized School Groups
 - Partially Subsidized Non-Related School Youth Groups

This is considered Board minimum and is figured on the highest paid custodial time and half and fringe benefits; maintenance, operations and small percent of utilities costs. Heat and air conditioning costs are not covered; thus, #12 addresses heating and cooling costs for rentals. Akron Public Schools utility cost per building per hour--\$30/\$242 per day to heat/cool a building to an acceptable temperature for events/classes, etc. On non-school days, we lower temperatures to reduce our costs. Thus, rentals must assume costs for re-heating and cooling and one-half the cost to maintain to heat/cool.

Note: Outside Rentals for Cleanup (**\$27.00 per hour**)



10. The rate for setting up chairs in **\$17.00 per hundred**.



11. The rate for the use of a piano is **\$50.00 per day**. If the piano needs to be moved from one room to another, the renter will agree to pay for the moving and will be billed directly by the moving company.



12. Additional cost will be charged when school buildings are used on weekends to cover the necessary energy used during the heating season (November 15 through March 15) (ALL SITES FOR HEATING SEASON). This additional cost will include a flat rate in the amount of **\$30.00 for pre-heating** the facilities and **\$12.00 per hour** during the rental period.

13. Additional cost will be charged when school buildings are used on weekends to cover the necessary energy used during the air-cooling season (May 1 through September 30). This additional cost will include a flat rate in the amount of **\$30.00 for pre-cooling** the facilities and **\$12.00 per hour** during the rental period.

Following Sites are Air Conditioned

Central-Hower	Kenmore	Riedinger
Barrett	North	Stewart



G. Commercial, Nonsubsidized (three-hour minimum)

Commercial rates will be charged when an activity is held within a school building and is designed primarily for purposes of raising funds for educational, cultural, recreational or civic organizations.

These rates will include extra custodial services for cleanup after the activity plus supplies, maintenance and utility costs.



H. Planetarium (Firestone High School)

Guidelines for Outside Use

- Complete a building permit.
- Contact Curriculum & Instruction/Science (761-3117) for details and guidelines regarding Planetarium usage.
- Non-Akron public schools and youth related groups may schedule visitations for evenings and/or
- Saturday sessions. Visitations will only be scheduled evenings between 5:00-9:00 p.m. and 9:00 am-12:00 noon on Saturdays.
- Each group must provide a copy of a certificate of insurance prior to the time of their visit.

- Fees: (3-hour minimum)
 - Instructor, custodial services, utilities other than heat, and maintenance costs--
\$112.00/hr
 - Pre-Heat--**\$30/day**
 - Heat (Nov. 15 through Mar. 15--weekend use)--**\$15.00/hr**

Only the above options are available. Unsupervised tours are not permitted.

- Visiting schools are responsible for the behavior of their students while visiting the Planetarium.

I. OLD STONE SCHOOL

Guidelines for Outside Use

- Complete a building permit.
- Contact Curriculum and Instruction/Social Studies (761-3035 or 761-3107) for details and guidelines for visits.
- Non-Akron public schools may schedule tours or classroom lessons for afternoon sessions only. Tours/lessons will only be scheduled from 12:30 to 3:00 p.m., school days.
- Each school must provide a copy of a certificate of insurance prior to the time of their visit.
- Fees:

⇒ Classroom instructor, lesson, and custodial services **\$130.00**

⇒ Tour guide only and custodial services **\$100.00**

Only the above options are available. Unsupervised tours are not permitted.

Visiting schools are responsible for the behavior of their students while visiting the Old Stone School.



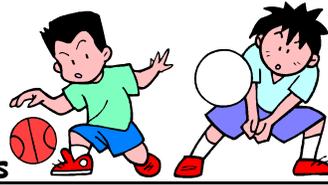
J. Auditoriums/Little Theater - Middle and Senior High Schools

	Noncommercial Standard Hourly Rate* <u>(3-hour minimum)</u>	Commercial Hourly Rate <u>(3-hour minimum)</u>
<u>SENIOR HIGH SCHOOLS</u>		
<u>Size A (1000+ seating)</u>		
Buchtel	\$60.00	\$164.00
Central-Hower		
East		
<u>Size B (900+ seating)</u>		
Kenmore	\$58.00	\$156.00
North		
South		
<u>Size C (700+ seating)</u>		
Ellet	\$56.00	\$150.00
Firestone		
Garfield		
<u>MIDDLE SCHOOLS</u>		
Goodrich--CLOSED	\$52.00	\$142.00
Goodyear		
Jennings		
Kent		
Perkins		
Riedinger--CLOSED		

Note: Noncommercial and commercial use, by outside organizations, of the auditorium for rehearsal of plays, practices, etc., will be charged one-half of the commercial rate.

*Noncommercial standard hourly rate includes the services of one custodian, maintenance and utility costs. Cleanup time is charged after the event.

**Commercial hourly rate includes the services of one custodian plus additional custodial services up to a maximum of three hours for cleanup after the activity (plus supplies, maintenance and utility cost).



K. Gymnasiums - Middle and Senior High Schools

Noncommercial Standard Hourly Rate* <u>(3-hour minimum)</u>	Commercial Hourly Rate** <u>(3-hour minimum)</u>
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SENIOR HIGH SCHOOLS

Size A (1,500+ seating)

Buchtel	1,500	\$68.00	\$199.00
Ellet (new)	1,950		
Firestone	3,100		
Garfield (new)	2,450		
Kenmore (new)	2,000		
North	2,000		

Size B (300+ seating)

Buchtel (old)	1,000	\$57.00	\$164.00
Central-Hower (old)	1,300		
Central-Hower (new)	500		
East (old)	1,000		
East (new)	0		
Ellet (old)	1,000		
Firestone (AC)	300		
Garfield (old)	500		
Kenmore (old)	1,000		
South	1,200		

MIDDLE SCHOOLS - Size C (350+ seating)

Goodrich (closed)	1,200	Kent (old)	1,200	\$44.00	\$130.00
Goodyear (old)	400	Kent (new)	0		
Goodyear (new)	250	Litchfield	1,000		
Hyre (old)	1,200	Perkins (old)	500		
Hyre (new)	0	Perkins (new)	350		
Innes (old)	1,000	Riedinger (closed)	400		
Innes (new)	0				
Jennings (old)	350				
Jennings (new)	0				

*Noncommercial standard hourly rate includes the services of one custodian, maintenance and utility costs.

**Commercial hourly rate includes the services of one custodian plus additional custodial services up to a maximum of three hours for cleanup after the activity (plus supplies, maintenance and utility cost).



L. Auditoriums, Gymnasiums, Multi-Purpose Rooms - Elementary Schools

		Noncommercial Standard Hourly Rate* (3-hour minimum)	Commercial Hourly Rate** (3-hour minimum)
<u>ELEMENTARY SCHOOLS</u>			
<u>Size A (400-500 seating)</u>			
Barber	Rankin	\$40.00	\$120.00
Lincoln--CLOSED	Schumacher		
McEbright	Seiberling		
<u>Size B (275-299 seating)</u>			
Barrett	Heminger--CLOSED	\$38.00	\$114.00
Betty Jane	Hill		
Crosby--CLOSED	Lawndale		
Crouse	Margaret Park--CLOSED		
Erie Island--CLOSED	Mason		
Fairlawn	Portage Path		
Findley	Rimer		
Firestone Park	Robinson		
Forest Hill	Smith		
Hatton	Windemere		
<u>Size C (274 and below seating)</u>			
Bettes	Jackson--CLOSED	\$36.00	\$107.00
Case	King		
Essex	Leggett		
Glover	Pfeiffer		
Harris	Ritzman		
Highland Park--CLOSED	Stewart--CLOSED		
Hotchkiss--CLOSED	Voris		

*Noncommercial standard hourly rate includes the services of one custodian, maintenance and utility use.

**Commercial hourly rate includes the services of one custodian plus additional custodial services up to a maximum of three hours for cleanup after the activity (plus supplies, maintenance and utility cost).

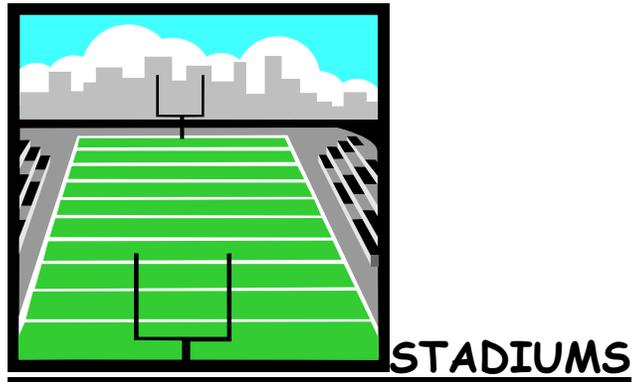


SCHOOL BOARD GROUNDS

- A.** Recognized community groups desiring the use of public school grounds shall make application for the use of such grounds with Business Affairs. Upon the approval of the application, Business Affairs shall issue a permit for the use of the grounds. Business Affairs shall notify the building principal that a permit has been granted for the use of the school grounds.
- B.** If a recognized community group desires to rent the school grounds for an educational, cultural, recreational or civic nature for a rummage sale, flea market, etc., the following regulations will apply:
1. The organization may be requested to provide a written security plan to the Executive Director, Business Affairs. In case of rejection, specific remedial steps to be taken by the renter to make the plan acceptable will be listed. If the listed remedial steps are taken, Business Affairs will convey acceptance to the renter in writing. No rental agreement will be made for groups without written acceptance of a security plan.
 2. The organization shall obtain all necessary permits from the City, County and State License Departments for the use of school grounds before a deposit will be accepted.
 3. A deposit of **\$1,000.00** shall be made 30 days in advance by the organization requesting use of Board-owned property for such an event. The deposit shall be a certified check, money order or cash. The deposit will be refunded if no damage has been done to the Board property and all conditions of the contract are met (such as cleanup, waste removal, security, etc.)
 4. The renter must comply with safety regulations as dictated by the Akron Police Department.
 5. The rental rate for the hours of 8:00 a.m. to 8:00 p.m. or any fraction thereof is **\$38.00 per hour**.
 6. It is agreed that as a condition for using school board property, the renter is required to have liability insurance with the Akron Board of Education named on the policy as an additional insured. The renter must provide the Akron Board of Education, Business Affairs with a certificate of insurance from the group's insurance company plus a copy of the additional insured endorsement. Minimum acceptable limits of liability insurance shall be \$1,000,000/3,000,000 for each rental occurrence.
 7. The activity will not interfere with the normal operations of the immediate area.

- C.** A committee composed of the following persons shall inspect the grounds before and after the use of said site.
1. Representative of the Board
 2. School Principal
 3. Representative of the Organization
- D.** Two written statements are required as to the condition of the grounds before and after the use of the said site:
1. A written statement shall be attached to the permit as to the condition of the grounds prior to renting.
 2. A second written statement shall be attached to the permit as to the condition of the grounds after the use of the said site.





A. Buchtel, Ellet and Kenmore High Schools have enclosed stadiums:

<u>Bleacher Seating Capacity:</u>	Buchtel	3,500
	Ellet	4,000
	Kenmore	3,000

B. Stadium Usage Requirements

1. Stadium fields shall be limited to a maximum of 35 contests per school year.
2. All use of the stadium must originate through the building principal to Business Affairs for all contests.
3. High school varsity and reserve football teams shall have first priority for all scheduled contests and events.
4. High school soccer teams shall have access to the use of the stadium for a maximum of ten contests.
5. High school marching bands shall have the opportunity of using the stadium field the day before or the day of all scheduled football contests.
6. Any violation of these regulations by school personnel or school related organizations will result in the school assuming complete responsibility for the maintenance of the total stadium.
7. A custodian will be on duty during all league varsity and Pee Wee football games, lighted soccer games or lighted track meets for which admission is charged or collected.
8. The building custodian is responsible for the care and maintenance of the stadium.





PEE WEE ASSOCIATION

1. The Pee Wee Association (or other organized athletic league) may schedule up to a maximum of six dates per stadium per year. Events may not be held prior to August 20th. The Pee Wee Association will first check with the building principal for the availability of the stadium before contacting Business Affairs (330-761-1340) to request a building permit.
2. Line markers and chains shall be provided by the Pee Wee Association.
3. The following conditions shall prevail when the Pee Wee Association rents the stadium. The Pee Wee Association shall supply the marking powder and pay for the following costs:

	<u>Per Game</u>	<u>Double Header</u>
Site Manager*	\$56.00 (includes lining of field)	\$90.00
Announcer**	\$17.00	\$28.00
Scorer**	\$17.00 (optional)	\$28.00
Cleanup**	\$56.00	\$56.00
Custodian	\$27.00 (\$27.00 x 3 hrs., plus overtime if needed @ \$27.00 per hour)	\$81.00
Electric Cost	\$45.00 (per night game at Ellet - 113KWH x \$.10 KWH)	\$60.00

*Business Affairs reserves the right to contract with a community-related organization for cleaning the stadium in lieu of the school-related organization.

**Personnel shall be assigned by the building principal.

Concessions will be provided by the school booster group unless they should choose not to, in which case the renter may assume this responsibility.

4. Any violation of the above regulations by the Pee Wee Association will result in the loss of the use of the stadium facilities.



FENCED/UNFENCED PRACTICE FIELDS

1. Practice fields by high schools:

Fenced

Buchtel
Central-Hower
East
Garfield
Kenmore

Unfenced

Ellet
Firestone
North

2. The building principal/building manager will schedule and assign, in writing, the use of high school fields and practice facilities for athletic purposes by both school and community-related groups.
3. Permission to use the field does not include cleanup. If the Akron Public Schools must provide cleanup, time will be charged to the community-related group at the minimum custodial services hourly rate.
4. The use of the restrooms or locker rooms will require a paid permit issued by Business Affairs except the City of Akron Recreation Department activities. The City of Akron Recreation Department activities require a permit and will be handled per the M.O.U. Article signed April 28, 2001.
5. Permission to use the facility does not include access to or use of electricity, water or the building.
6. Parking must be confined to the assigned parking areas.
7. Damage for vandalism or misuse of the facility will be assessed at the actual cost for repair or replacement.
8. All fire and safety regulations of the Akron Board of Education, the City of Akron and State of Ohio must be followed at all times.
9. All Akron Public School activities will have first priority in scheduling the use of facilities.
10. Access to the field may be denied if, in the opinion of the principal, the condition of the field will be damaged (i.e. field is too muddy, too dry, etc.).
11. Failure to comply with these requirements will result in denial of future use of the facilities.

The City of Akron Bureau of Recreation schedules all Akron Board of Education fields for spring, summer and fall use; however, school activities have priority.

**AKRON PUBLIC SCHOOLS
FACILITIES AND SITE USAGE APPLICATION
BUSINESS AFFAIRS**

DATE _____

ORGANIZATION REQUESTING PERMIT _____ CONTACT PERSON: _____

BUILDING/SITE REQUESTED _____ PHONE: _____

ROOM OR PART OF BUILDING DESIRED _____

DATE(S) AND HOURS OF DAY ON WHICH BUILDING IS DESIRED (be specific):

Date(s) _____ Hours: _____

PURPOSE OF MEETING _____

WHAT ADMISSION WILL BE CHARGED? _____ WILL ANYTHING BE SOLD? _____

NUMBER OF PERSONS ATTENDING EVENT _____ FOOD BEING SERVED? _____

HEAT _____ AIR CONDITIONING (if available) _____

EQUIPMENT NEEDED: No. of Chairs _____ No. of Tables _____ Piano _____
Projectionist _____ Movie Screen _____ Risers _____
Lectern _____ PA System _____ Lighting _____
Other _____

APPLICANT'S SIGNATURE _____ DATE APPLIED _____

POSITION IN ORGANIZATION _____

ADDRESS _____ TELEPHONE _____

Principal/Building Manager Signature DATE _____

COMMENTS

Executive Director, Business Affairs Signature DATE _____

PLEASE RETURN ALL COPIES TO BUSINESS AFFAIRS, 550 E. NORTH STREET, AKRON, OHIO 44304.
CERTIFICATE OF INSURANCE AND RENTAL COSTS ARE REQUIRED PRIOR TO THE FINAL APPROVAL OF THIS PERMIT.
CUSTODIAL CLEANUP TIME WILL BE INVOICED AFTER THE EVENT WITH PAYMENT DUE IN TEN (10) DAYS OF INVOICE.

BUSINESS AFFAIRS OFFICE USE ONLY Approved _____

CLEANUP: _____ Employee(s) _____ Hours Per Employee

(OVER - PLEASE READ REVERSE SIDE CAREFULLY)

APPLICANT

We, the undersigned make application as indicated above and obligate ourselves to become personally responsible for the conduct of the gathering, and for the proper care of the property of the school. We further agree that any expenses for repairing or replacing property damaged or destroyed shall be determined, as far as possible before leaving the building, and settlement made for the same promptly. The undersigned further agrees to accept all responsibility for injury or injuries sustained during the tenants' rental of the building, settling any litigation claims resulting from the same.

The Board of Education reserves the right to cancel this permit upon notice to the applicant at any time for any reason.

The Board of Education also reserves the right to demand a cash deposit to cover damages.

The custodian is required to open and close the building according to the time stated on the permit. The date and hours cannot be changed after the permit is issued without renewing this application.

The following is a part of Section 4839-2 of the Laws of the State of Ohio, with reference to the rental of school buildings:

“The Board of Education of any school district shall, upon request and payment of the proper custodian fees, subject to such regulation as may be adopted by Board, permit the use of the school house, and rooms therein and the grounds and other property under its control, when not in actual use for school purposes, for any of the following purposes:

For holding educational, civic, social or recreational meetings and entertainments, and for such other purposes as may make for the welfare of the community. **Such meetings and entertainments shall be non-exclusive and open to the general public.”**

GENERAL GUIDELINES - USAGE/RENTAL

- A. Plan your meeting well in advance of the date you wish to use the building. Facilities and Site Usage Applications must be in the Business Affairs Office at least **30 days prior to the date the building and/or grounds are to be used.**
- B. Contact the Business Affairs Office, 550 E. North Street, Akron, Ohio 44304 (761-1340) to see if the building you requested is available. A Facilities and Site Usage Application will be mailed on request. The Business Affairs Office will notify the building principal/manager that a request has been made for use of the facility and/or grounds. All federal, state and city licenses and permits, certificates of insurance and security plans--if required--must be **OBTAINED AND APPROVED BEFORE A PERMIT WILL BE ISSUED.**
- C. A nonrefundable application fee of \$25.00 must be paid to the Business Affairs Office when the application is filed. This \$25.00 application fee will be applied to the rental rate should the application request be approved.
- D. **An approved valid permit will only be issued after full and approved payment and all required documentation has been received. The full payment must be received by the Business Affairs Office at least 14 days prior to the desired date for use of buildings and/or grounds.** Payment must be by cash, money order or certified check made payable to the Treasurer of the Akron Public Schools.
- E. A certificate of insurance for appropriated liability coverage with the Akron Board of Education named on the policy as an additional insured must be provided to the Business Affairs Office. The insurance coverage is subject to approval by the Business Affairs Office as to both the carrier and the terms of coverage. Minimum acceptable limits of liability insurance shall be \$1,000,000/3,000,000 for each rental occurrence. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify the Akron City School District, Akron Board of Education and employees from any all demands, claims, suits, action and legal proceedings brought against it from the use of buildings and grounds. No permit will be issued until the certificate of insurance with the Akron Board of Education named as an additional insured is received in the Business Affairs Office.
- F. Requests for the rental of school facilities will be processed on a first-come first-serve basis; however, **ALL SCHOOL FUNCTIONS SHALL HAVE PRIORITY OVER ALL OTHER ACTIVITIES.**
- G. An estimate of the cost for rental of the school facility will be calculated. This estimate will include the applicable flat rate, possible utility charge (i.e. heating/air conditioning season), custodial, security fees and all other expenses incurred by the Akron Public Schools due to use of a facility by the rental group. **RENTAL RATES ARE SUBJECT TO CHANGE.**

If the actual cost incurred by the School Board in renting the school facility is more than the estimated cost, then the rental group will be charged for the additional amount. If the actual cost incurred by the School Board is less than the estimated cost, then the rental group will be reimbursed for the overcharge.

AKRON PUBLIC SCHOOLS
Business Affairs
FACILITY/SITE USAGE APPLICATION
PRINCIPAL/BUILDING MANAGER PERMIT

I hereby request the use of the specified building facilities for the date and hours listed below. If this request is granted, I understand and agree to the following conditions:

- Assume full responsibility for the building during the period requested--see that lights are turned off, water connections closed, and outside doors locked.
- Supply the necessary supervision to prevent damage or disturbance of school property.
- Guarantee the person in charge will be in attendance at the activity.
- Realize this request is granted without custodial service.

SECTION/AREA OF BUILDING	DATE OF ACTIVITY	HOURS
TYPE OF ACTIVITY	PERSON IN CHARGE OF ACTIVITY	
PRINCIPAL/BUILDING MANAGER SIGNATURE	FACILITY	DATE

(OVER)

Facilities will not be scheduled for activities **prior to 7:00 a.m. without approval of the Business Affairs Office.** No use of any school shall be scheduled after the hour of **7:00 p.m.** Monday through Friday unless a permit is issued by the Business Affairs Office or Principal. Any use of the building on **weekends or holidays must be a Principal/Building Manager Permit or a permit issued by the Business Affairs Office.** shall

PRINCIPAL/BUILDING MANAGER PERMIT

A. A Principal/Building Manager Permit is issued for a maximum of four (4) hours, and may be issued for the following purposes:

1. Athletic practices
2. Student music group practices
3. Drama practices
4. Forensics practice
5. Any adult group of 50 or less in attendance

B. 1. The principal or his/her designee shall assume full of the area. Responsibility for the building during the period of the permit. He/she shall provide the necessary supervision to prevent damage or disturbance to school property.

2. The principal or his/her designee understands that a permit is granted without custodial service; he/she will not seek free custodial service for the period of the permit.

C. 1. **All activities shall be directly supervised by an adult.**

2. No pupil shall be left in charge of any activity. No pupil shall be permitted in any building until a principal or teacher has arrived and assumes the responsibility for pupils. Doors shall remain locked to pupils until the principal, or his/her designated representative in charge of the activity arrives.

3. The principal/building manager or representative supervising the activity shall remain within the proximity of the activity area until all pupils have departed.

4. If a student group is in the building without adult supervision, the custodial or his/her designee

notify the principal or the Coordinator of Buildings & Grounds Services immediately concerning the lack of supervision. The custodian's or designate's work shift shall be extended by the amount of time determined by the arrival of supervision, or the clearance of the building.

5. Free permits shall expire 1/2 hour before the end of the last work shift and no later than 10:30 p.m.

6. Supervisors of student practice shall remove all students from the area 1/2 hour prior to the evening permits to allow the cleaning

D. Areas used for Principal/Building Manager permits shall be cleaned once daily, at the regular time, whenever possible.

Refreshments (light meals such as cold sandwiches, cookies, doughnuts and beverages) may be served without custodial services. Permit Holders must provide cleanup of the area.

Dinner served after 5:00 p.m., school days, to 50 or more participants shall require a paid permit.

Additional cleaning time requested, due to the permit, shall require that additional time be added at the end of the shift.