

# guidelines

OFFICE OF THE SUPERINTENDENT  
 \_\_\_\_\_ SCHOOL DISTRICT

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The following fees will be charged to organizations using school facilities in the Cleveland Heights / University Heights School District.

1. All persons/groups using Board-owned facilities must have on file, in the Business office, a certificate of liability insurance showing a minimum amount of \$1,000,000.00 coverage.
2. When a district facility is used, custodial/maintenance personnel may be assigned at the discretion of the Director of Business & Operations. The additional fee for such personnel is \$45.00 per hour.
3. USE OF SCHOOL FACILITIES FEES are based on a per rental basis and shall be charged according to the following fee schedule:

SCHOOL PREMISES	FEES
Classroom	\$40.00 per hour
Library	\$50.00 per hour
Conference Rooms	\$50.00 per hour
Cafeteria Elementary (NO Kitchen use)	\$50.00 per hour
Cafeteria High /Middle School(NO Kitchen use)	\$75.00 per hour
Elementary School Auditoriums	\$75.00 per hour
High School / Middle School Auditoriums	\$150.00 per hour
Gymnasium:	
Elementary	\$75.00 per hour
Middle Schools	\$75.00 per hour
High School Auxillary	\$100.00 per hour
High School Competition	\$200.00 per hour
Fields:	
Middle School Track	\$100.00 per hour
Middle School Football/Soccer/Baseball	\$100.00 per hour
High School Track & Field Complex	\$2,000.00 or % of gate for paid events
High School Track & Field for practice	\$200.00 No Lights per hour
High School Track & Field for practice	\$300.00 with lights per hour
Any space or area not listed above will require	
Evaluation and fee set by the Business Director	

# Cleveland Heights-University Heights City School District

## Bylaws & Policies

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### 7510 - USE OF DISTRICT PREMISES

The Board of Education believes that school premises should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Director of Business and Operations.

School premises shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools (including giving instructions in any branch of education, learning, or the arts)
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies of the municipal government
- F. other governmental agencies
- G. uses related to the public library, including a station for a public library or reading room
- H. community organizations or groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) formed or gathered for
  1. charitable,
  2. civic,
  3. social,
  4. religious.

5. recreational (e.g., indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or pleasure), and/or
6. educational

purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public

School premises shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. School premises shall be available only during non-school hours, except during summertime recess. Users shall abide by all District policies, guidelines, and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

The use of school premises shall not be granted for any purpose that is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the local governing body to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.

R.C. 3313.75 - .79, 3313.791, 3501.29  
P.L. 98-377

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## CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

This procedure is established to implement the Board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated school premises are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

### Fee Arrangements and Priorities

#### A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, nonschool-sponsored clubs and organizations.

#### Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

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B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available school premises.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) which provide civic, educational, recreational meeting and entertainment, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for school premises during non-school hours on a third priority basis.

Fees for Category 3

(SAME AS CATEGORY 2)

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D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available spaces during non-school hours.

Where extraordinary user requirements or services are required, permits will not be granted to Category 4 users. Permits for designated premises, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.

Fees for Category 4

Category 4 users will be charged one times the rate shown in Schedule A for allowable space permits.

When activities in Category 4 involve ticket sales or admission fees, an additional percentage will be charged based on the relationship of the admission price to actual costs.

(I) Category 5: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned during non-school hours.

Fees for Category 5

Where extraordinary user requirements or services are indicated and/or requests are made for varsity athletic fields, permits will not be granted to Category 5 users. Fees for Category 5 users will be one times the rates shown in Schedule A.

Extraordinary activities, defined as those requiring prolonged set-up, use and clean-up, as well as use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.