

Monroe Local School District

Administrative Guidelines

7510A - USE OF DISTRICT FACILITIES(Use and Rental of School Grounds and Buildings)

RESPONSIBILITY OF ORGANIZATIONS OR GROUPS USING SCHOOL FACILITIES

1. Applications

Any organization or individual desiring to use District facilities shall complete an application ([Form 7510 F1](#)) and submit it to the Business Manager for all facilities other than Athletic Facilities for approval. The Athletic Director shall be responsible for all athletic facility approvals.

The Business Manager or Athletic Director shall clear each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.

The district reserves the right to cancel rentals when school is cancelled due to calamity days. The district also reserves the right to cancel rentals on Saturday or Sunday if the weather is determined to be hazardous.

2. Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

3. Supervision of Rented Facilities

Each group shall designate a primary contact person that will also serve in a supervisory capacity during the rental. If the designated supervisor is not satisfactory to the Business Manager or Athletic Director a supervisor will be appointed and the sponsoring group will be responsible for the expenses. Supervisors will be responsible for enforcing all of the rules and procedures regarding the use of facilities. The building will not be available until the supervisor arrives.

There are some rentals that will require security to be present. The type and amount of security required will be determined by the Business Manager or

Athletic director. Expenses for security will be the responsibility of the sponsoring agency.

4. Regulations

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy [7434](#)). All users are responsible for complying with this regulation.
- D. Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.
- E. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- F. Alcoholic beverages and controlled substances will not be permitted on District property at any time. No unauthorized methods for obtaining funds, including any form of gambling is permitted in district buildings or grounds.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal and the Superintendent of Schools.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees. It is further understood that the group renting the facility will have to secure commercial liability insurance and provide a copy of a Certificate of Liability Insurance with Monroe Local Schools listed as an additional insured. This certificate should include the following: Each Occurrence \$1,000,000, Damage to Rented Premises \$300,000, Medical Expense \$5,000, Personal and Adv. Injury \$1,000,000, General \$1,000,000 per occurrence and \$2,000,000 aggregate, Products – Comp/OP Agg \$3,000,000. This certificate must be in place prior to first rental occurrence and the dates on the certificate must coincide with all of the rental dates.
- I. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

- K. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Business Manager or Athletic Director for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- L. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision. As a general Rule Rentals will not be allowed later than 10:30pm.
- M. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- N. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- O. The District will not be responsible for any loss of valuables or personal property.
- P. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Q. Non-marking gym shoes must be worn when using any gymnasium floor.
- R. Playground facilities may not be used by any youth over the age of 13 nor shall any person be allowed on playgrounds after dark.²
- S. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

5. Board of Elections

School facilities shall be made available to the Butler County Board of Elections for all General, Primary, and Special Elections. No rental fee will be charged.

6. AVAILABILITY

Availability will be determined by:

Sports Facilities- Athletic Director

Auditorium- Stage Manager

Media Center (Elementary, JH and HS site)- Media Specialist

Classrooms-and other areas not listed- Building Principal

7. RENTAL FEES

General Statement

Any group or individual requesting use of school facilities will be classified at one of the designated levels listed below. These levels are used in determining and facility use charges that may be incurred. Facility use may be limited or not available at times requested. Waiver of fee could be approved by Superintendent.

LEVEL 1

No direct charges for use will be made. However, charges may be made for special needs and requests which cause the district to incur additional expenses. Included in Level 1:

- A. School district groups. These activities directly support school programs and are sanctioned by the Board of Education and the administration.
- B. Parent groups, booster groups and other school affiliated groups that have non-profit status under the IRS definition and that donate their revenue in excess of expenses to the district. Included are after-school student meetings, clubs and activities.

LEVEL 2

These groups may use district facilities when appropriate, when space is available and when the use is considered to be appropriate. Charges based on actual cost to the district for such items as custodial fees and security when required. Charges will be made on a flat fee based on fee schedule.

Members of the Monroe Community will be given consideration for use of facilities after Level 1 requests have been processed based on available space and time. These requests will come on a first come basis with Level 2 applicants. Members would include individuals, groups, and organizations who can prove they live or operate within the Monroe Local School District or how citizens of the Monroe Local School District would benefit from the usage. Teams must be made up of Monroe residents. Some examples would include:

Scouting groups (Boy Scouts, Girl Scouts, etc.)

Campfire Girls

Junior Achievement

School age youngsters in YMCA and YWCA

Travel series of YMCA and YWCA

School age youngsters in Monroe Park and recreation programs

Rainbow Girls

Pee-Wee Football Association

Parent-Teacher Organization

Monroe Schools Booster Groups

MTA
Monroe Principals' Association
DeMolay
Big Brothers and Big Sisters
Kiwanis, Lions, Optimist (meetings)
Parents Without Partners
4-H Clubs
City of Monroe (public meetings, tests, etc.)
State Highway Patrol (Post 9)
Monroe Police Department
Agencies of Arts in Monroe
Monroe Youth Basketball

LEVEL 3

All groups or individuals not connected to the Monroe Local School District community will be charged for facility use based on space and time available. These groups will not be approved if Level 1 or Level 2 groups have previously requested use of facilities during same time. Charges will be made on a flat fee based on fee schedule plus personnel costs, if needed. Level 3 groups may be denied without recourse.

All indoor rentals will only be in effect when custodians are on regular duty and will not be scheduled over holiday school closures unless prior arrangements are made with Business Manager or Athletic Director.

School and school-related groups do not pay rental charges for the use of school facilities for school or school-related purposes. In instances where these groups require the assistance of school personnel (Example: custodian) beyond their normal work schedule, they may be charged fees to cover the additional wages of such personnel. Nonschool groups shall pay rental charges for the use of school facilities plus all additional charges for necessary school personnel. Groups which are comprised primarily of school-age youngsters attending one (1) of the Monroe attendance centers and adult groups directly associated with the public schools are to be classed as a "preferred group." Preferred groups normally shall not pay a rental fee but are to pay all expenses to cover any wages of any additional personnel required to be present during their use of the facility.

Parking Fees

Parking fees shall not be collected for the parking of vehicles on school grounds owned by the District, by either the employees of the Board or by any other individual, group organization. This policy shall be construed to prohibit the payment of donations in lieu of parking fees.

Rental on Holidays

Generally facilities will not be available for rental on holidays or anytime schools are closed or are not in session.

FACILITY RENTAL CHARGES	LEVEL 1	LEVEL 2	LEVEL 3
--------------------------------	----------------	----------------	----------------

Non-Athletic Spaces

HS/JH/Elem Auditorium	n/c	\$50/hr*	\$100/hr*
* requires Stage Manager	n/c	\$45/hr	\$45/hr
HS/JH/Elem Media Center	n/c	\$35/hr	\$45/hr
Classrooms	n/c	\$10/hr	\$10/hr
High School Cafeteria	n/c	\$55/hr	\$75/hr
Elementary Cafeteria	n/c	\$55/hr	\$75/hr
Primary Cafeteria	n/c	\$20/hr	\$25/hr

Gyms

Primary Gym	n/c	\$10/hr*	\$20/hr*
Auxilliary Gym	n/c	\$10/hr*	\$20/hr*
Junior High Gym	n/c	\$20/hr*	\$35/hr*
High School Gym	n/c	\$35/hr*	\$50/hr*

*** Fees based on weekday use when custodians are on duty. Weekend use will require a custodian to be on duty and custodial fees will be charged.**

Baseball and Softball Fields

Softball Fields	n/c	\$25/hr	\$40/hr
Baseball Field	n/c	\$35/hr	\$50/hr
Softball Game	n/c	\$50/game*	\$65/game*
Baseball Game	n/c	\$50/game*	\$65/game*

*** Game fees will also include a field prep fee of \$25.00 per day.**

Hornet Stadium

Practice Fees	n/c	\$60 -\$70/hr*	\$75/hr*
Football Games	n/c	\$1,000**	\$2,000**
Soccer Games	n/c	\$400**	\$750**

*** Additional fee of \$15.00 per hour for use of lights (if needed)**

**** Requires Site Manager to be on duty for event at \$50/hr.**