

Madeira City Schools Bylaws & Policies

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 and is harmonious with the purposes of this District.

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 Superintendent.

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
- B. uses and groups indirectly related to the schools
- C. uses for voter registration and elections
- D. departments or agencies of the municipal government
- E. other governmental agencies
- F. 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 charitable, civic, social, religious, 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 educational purposes provided such meetings and/or entertainment is nonexclusive and open to the general public.
- G. commercial or profit-making organizations or individuals offering services for profit

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 free of charge and available only during non-school hours. 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 may be required to 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

Adopted 07/21/08
Revised 11/16/15

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Madeira City Schools Administrative Guidelines

7510A - COMMUNITY USE OF SCHOOL PREMISES

Conditions Governing Use of School Premises

Qualification for Use

Any group of individual applying for use of school premises will be classified at one of the designated level listed below. These levels are used in determining facility use fees that are approved annually by the Board of Education. Refer to Policy [7510](#) for priority when there are competing interests.

Group Levels

Those groups or individual inquiring about the use of school premises shall be identified using the following categories:

Level 1

School Groups

Employee/school support groups, such as:

- After Prom Committee
- Athletic Boosters
- Music Boosters
- PTA
- School sanctioned sports banquets
- School sanctioned fine arts banquets

Non Profit incorporated youth groups

or organizations - youth groups or organizations that contribute directed opportunities or to the safety/welfare of the students of the Madeira City Schools. Those groups currently recognized, but not limited to, include:

- Boys Scouts
- Girls Scouts
- American Heritage Girls

Madeira Youth Basketball
Madeira Youth Soccer
Madeira Youth Football
St. Gertrude School

Municipal groups under the operation of the City of Madeira

Madeira Police Department
Madeira/Indian Hill Fire Department
Madeira Parks and Recreation Department
Certified candidates for public office – refer to Policy [7510](#) for purpose
Recognized political party or political organizations – refer to Policy [7510](#) for purpose

Level 2

Groups identified at this level would be local non-profit groups with a majority (fifty-one percent (51%)) of residents residing in Madeira. Local is defined as being located within the Madeira School District. Residents shall be defined as those individuals residing within the Madeira School District. Level 2 groups may include, but not be limited to:

Local religious groups (for non-regular use)
Local civic groups (for non-regular use)
Local recreational groups (for non-regular use)

Level 3

Groups identified at this level may include, but not be limited to groups such as:

Local business groups
Local political action committee/groups
Local religious groups (for regular or

extended use)
Local civic groups (for regular or extended use)
Commercial or profit making organizations
Individuals offering services for profit

Processing Building/Facility Rental Application

Application forms, [Form 7510 F1](#), is available online or in each building in the School District. The application will be filed with the building Principal or Athletic Director at least two (2) weeks prior to the event. The addendum must accompany the completed application form for auditorium rental.

Applications requiring multiple dates shall include an attached comprehensive list of all dates and times.

An acceptable certificate of liability insurance in an amount approved annually by the Board of Education must accompany the completed application.

Full payment of all rental fees and associated charges as indicated on the approved application must be made to the Treasurer of the Board of Education within thirty (30) days of billing.

Fee amounts approved annually by the Board of Education are included with the Rental/Use of Premises Application.

Terms/Conditions/Regulations

- A. No event shall infringe upon or interfere with the regular programs of the school.
- B. School rules/regulations/policies/guidelines must be followed. Users must take reasonable steps to ensure orderly behavior. Responsibility for enforcement of rules and regulations concerning use of District premises 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 premises.
- C. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.
- D. Non-marking gym shoes must be worn when using any gymnasium floor.
- E. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- F. Playground premises may only be used by age appropriate children nor shall any person be allowed on playgrounds after dark.
- G. Use of alcoholic beverages or controlled substances in the building or on the premises will not be permitted on District property at any time.
- H. Decorations must be fireproof and are to 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.
- I. 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.
- J. 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 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 building administrator 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.

- K. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when premises are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, and aisle ways.
- L. On days when school is closed because of weather or other calamity, all activities scheduled for that day will be cancelled or postponed, with the exception of an activity scheduled on a rental basis. Cancellation or postponement will be at the discretion of the building principal.
- M. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend upon the availability of building service personnel for supervision.
- N. No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- O. Only personnel authorized by the Building Administrator may handle electrical, HVAC controls or lighting/sound/stage equipment.
- P. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or premises are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate.
- Q. 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.
- R. The kitchen may only be used by a group if arrangements are made to have one (1) of the food service workers present (two (2) hour minimum).
- S. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy [7434](#)). All users are responsible for complying with this regulation.
- T. Policy [8405](#) and AG 8405A provide direction on the use of animals in the premises.
- U. Organizations or groups are required by law to be responsible and pay for any damage to the facility or equipment including property of students and/or employees.
- V. The District will not be responsible for any loss of valuables or personal property.

Supervision of Rented Premises

- A. Each group requesting the use of District premises must use the services of a District custodian and must pay for such services.
- B. Each group requesting the use of District premises must indicate an individual, satisfactory to the administrator in charge of the building, who will service in a supervisory capacity during the use of the District premises.
- C. If the Supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- D. Supervisors are responsible for the enforcement of all **Terms/Conditions/Regulations** regarding the use of District premises.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Insurance Coverage, Security, and Custodial Support

Groups must present to the District Certificates of Insurance verifying

- A. Property coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the Board of Education) that covers damage to the premises.
- B. Liability coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the Board of Education) that covers participant and spectator injury and/or death; and errors/omissions of members of said group.

If security is deemed necessary by the school officials, it shall be the responsibility of the organization engaging the building or part thereof, to arrange to have such service provided at lessee's expense.

Youth organizations using the building and premises must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.

All groups, which involve Madeira City School students, must have an employee of the Board of Education or Board approved volunteer present during the entire activity.

Indoor conditioning for baseball or softball is only permitted after March 1 in the South Gym at Madeira High School. Baseball and softball are not permitted in other school premises.

Fee Information

Statement of Fees is approved annually by the Board of Education and is included with the application.

Level 1 and Level 2 may use the facility for no charge when the building is normally open and a custodian is on duty. All activities shall be chaperoned by one (1) or more adults. Charges may be incurred when activities or fundraisers are scheduled on days or during times other than regular custodial shifts; or when food service or technical support would be required. Groups may be exempted from these fees by the Superintendent or his/her designee.

Level 3 may be granted use of school premises in accordance with the **Statement of Fees** document approved annually by the Board of Education.

Revised 4/19/10
Revised 3/21/11
Revised 11/16/15

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**MADEIRA CITY SCHOOL DISTRICT
RENTAL/USE OF FACILITIES APPLICATION**

NAME OF BUILDING /FACILITY REQUESTED _____

NAME OF REQUESTING ORGANIZATION _____

AREA OF THE FACILITY REQUESTED _____

THE AREA OF THE FACILITY REQUESTED WILL BE USED FOR THE FOLLOWING ACTIVITY. (Provide additional details on attachment to application):

APPROXIMATE # OF PERSONS _____
LEVEL OF REQUESTING ORGANIZATION:

1 _____ 2 _____ 3 _____

CERTIFICATE OF INSURANCE (attach to application)

PERSON WHO WILL BE PRESENT AND SUPERVISING THE ACTIVITY

DATE(S) THE FACILITY IS REQUESTED

FROM _____ **A.M.**
TO _____ **P.M.**

I have read the Terms/Conditions/Regulations, Supervision, and Insurance requirements for Community use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION

ADDRESS

TELEPHONE #'s cell/other

DATE

**BILLING INFORMATION:
NAME**

ADDRESS

CITY, STATE, ZIP

PHONE:

RETURN TO THE OFFICE OF THE PRINCIPAL

APPROVED ___ **DISAPPROVED** ___ **STIPULATIONS:** _____

CUSTODIAL FEE – (SEE FEE SCHEDULE) _____

KITCHEN FEE – (SEE FEE SCHEDULE) _____

OTHER FEE – TECH, SOUND, LIGHTING _____

SIGNATURE OF PRINCIPAL/ADMINISTRATOR

DATE

***FORWARD TO TREASURER AFTER ACTIVITY IF INVOICING IS REQUIRED. PROVIDE USAGE**

INFORMATION FOR BILLING.

Terms/Conditions/Regulations

1. No event shall infringe upon or interfere with the regular programs of the school
2. School rules/regulations/policies/guidelines must be followed. Users must take reasonable steps to ensure orderly behavior. 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.
3. No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.
4. Non-marking gym shoes must be worn when using any gymnasium floor.
5. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
6. Playground facilities may only be used by age appropriate children. No person is allowed on playgrounds after dark.
7. Use of alcoholic beverages or controlled substances in the building or on the premises will not be permitted on District property at any time.
8. Decorations must be fireproof and are to 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.
9. 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**.
10. Uses 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 **Building Administrator** 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.
11. 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, and aisle ways.
12. On days when school is closed because of weather or other calamity, all activities scheduled for that day will be cancelled or postponed, with the exception of an activity scheduled on a rental basis. Cancellation or postponement will be at the discretion of the building principal.
13. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend upon the availability of building service personnel for supervision.
14. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
15. Only personnel authorized by the **Building Administrator** may handle electrical, HVAC controls, or lighting/sound/stage equipment.
16. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate.

17. 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.
18. The kitchen may only be used by a group if arrangements are made to have one (1) of the food service workers present (two (2) hour minimum).
19. Smoking is prohibited in all schools and within thirty (30) feet of all school buildings. All users are responsible for complying with this regulation
20. Organizations or groups are required by law to be responsible and pay for any damage to the facility or equipment including property of students and/or employees.
21. The District will not be responsible for any loss of valuables or personal property.

Supervision of Rented Facilities

1. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
2. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
3. If the Supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
4. Supervisors are responsible for the enforcement of all **Terms/Conditions/Regulations** regarding the use of District facilities.
5. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Insurance Coverage, Security, and Custodial Support

1. Groups must present to the District Certificates of Insurance at the amount approved annually by the **Board of Education** (fee statement) verifying:
 - a. Property coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers damage to the facilities
 - b. Liability coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers participant and spectator injury and/or death; and errors/omissions of members of said group.
2. If security is deemed necessary by the school officials, it shall be the responsibility of the organization engaging the building or part thereof, to arrange to have such service provided at lessee's expense.
3. Youth organizations using the building and facilities must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.
4. All groups, which involve Madeira City School students, must have an employee of the **Board of Education** or Board approved volunteer present during the entire activity.
5. Indoor conditioning for baseball or softball is only permitted after March 1st in the South Gym at Madeira High School. Baseball and softball are not permitted in other school facilities.

**MADEIRA CITY SCHOOL DISTRICT
FACILITY USAGE FEES
2018-2019**

Approved Annually by the Board of Education

Building	Area Requested	Level 1 per hour	Level 2 per hour	Level 3 per hour
Madeira High School	Auditorium	NC	75	100
	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Media Center	NC	75	100
	Main Gym	NC	75	100
	South Gym	NC	50	75
	Kitchen	NC	30	50
	FB/Soccer Field	NC	100	200
Madeira Middle School	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Kitchen	NC	30	50
	Media Center	NC	50	75
	Gymnasium	NC	75	100
Madeira Elementary School	Classroom	NC	30	50
	Cafeteria	NC	50	75
	Kitchen	NC	30	50
	Media Center	NC	50	75
	Gymnasium	NC	75	100

Special Fee Regulations

- All individuals or groups involved in rentals requiring custodial, maintenance, food service, or technical support personnel (auditorium, computers labs, etc.) may incur **additional charges** for such service in addition to regular fees.
- For times when school is not in session, or when a custodian is not normally on duty, all individuals and groups will be charged to have a custodian present.

Schedule of Fees for Use of School Facilities

1. Level 1 and 2

- May** be granted use of the facility for no charge when the building is normally open and a custodian is on duty. All activities shall be chaperoned by one or more adults.
- Charges may be incurred when activities or fundraisers are scheduled on days or during times other than regular custodial shifts; or when food service or technical support would be required. Groups may be exempted from these fees by the Superintendent or his/her designee.

2. Level 3

- May** be granted use of school facilities in accordance with the **Statement of Fees** approved annually by the Board of Education.

CERTIFICATES OF INSURANCE

Certificate of Insurance, naming Madeira City Schools, Liability Coverage for **\$1,000,000 per occurrence and \$2,000,000 aggregate** for groups using classrooms, media center, or computer lab. Certificate of Insurance, naming Madeira City Schools, Liability Coverage for **\$1,000,000 per occurrence and \$5,000,000 aggregate** for groups using auditorium, cafeteria, gym, kitchen, football/soccer field, baseball/softball field.

CUSTODIAL FEES

\$40/hour with 2 hour minimum

In addition to the hourly fees listed above, all groups will be charged custodial fees when custodians are not already on duty.

KITCHEN FEES

\$28/hour with 2 hour minimum

In addition to the hourly fees listed above, whenever a kitchen is being used a kitchen employee must be present.

OTHER FEES

\$50/hour with 2 hour minimum

Technology support required for facility rental of **High School Media Center and Auditorium** sound and lighting usage.