

Lakewood City Schools
Charges and Priorities for Use of School Facilities

This procedure is established to implement the Board of Education policy governing use of school facilities. 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 space and facilities 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 of school sponsored clubs and organizations.

Fees for Category 1:

For 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 may apply.

Charges for these groups may be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (Event Staff/Security) associated with major District-wide activities. In such cases, fees may be mutually determined between the requesting parties and the Superintendent or designee.

B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations that have a direct connection to and/or directly support the District, such as PTA/PTO's, Booster Clubs, and the like. They will be granted second priority to available space and facilities.

Fees for Category 2

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 may apply.

Fees for regularly scheduled, long-term or sustained use may 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 (Event Staff/Security) may require an additional fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups primarily comprised of District residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.

Fee for Category 3

For occasional use during usual hours of operation, charges will be assessed. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (i.e. custodian, Event Staff, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use it will be charged to the using group. When personnel are not normally on duty and overtime is required, the customary overtime costs for labor will apply.

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of Lakewood residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, or religious goals will be assigned fourth priority of available spaces.

Fees for Category 4

Category 4 users may be charged two times the Board approved rate for allowable space permits.

Approval is necessary whenever admission is charged and/or when merchandise or food is sold. When activities in Category 4 involve admission fees, merchandise or food sales, an additional percentage may be charged based on the relationship of the admission price to actual costs.

Where extraordinary user requirements or services are required, permits may not be granted to Category 4 users. Extraordinary activities are defined as those requiring prolonged set-up, use and clean-up. Permits for designated facilities, such as varsity playing fields and gyms, music rooms, computer rooms, and the pool may not be granted to Category 4 users.

E. Category 5: Commercial Users

Commercial users defined as private, for-profit businesses, vendors or entrepreneurs will be assigned level five priority.

Fees for Category 5

Category 5 users may be charged two times the Board approved rate for allowable space permits.

Approval is necessary whenever admission is charged and/or when merchandise or food is sold. When activities in Category 4 involve admission fees, merchandise or food sales, an additional percentage may be charged based on the relationship of the admission price to actual costs.

Where extraordinary user requirements or services are required, permits may not be granted to Category 5 users. Extraordinary activities are defined as those requiring prolonged set-up, use and clean-up. Permits for designated facilities, such as varsity playing fields and gyms, music rooms, computer rooms, and the pool may not be granted to Category 4 users.

SUPERVISION OF RENTED FACILITIES

- () Each group requesting the use of District facilities must use the services of a District custodian and/or Event Staff.
- () Each group requesting the use of District facilities must indicate an individual, satisfactory to the Superintendent or designee, who will serve in a supervisory capacity during the use of the District facilities.
- () If the supervisor, as designated above, is not adequate to the Superintendent or designee, the Superintendent or designee shall appoint a supervisor and the pay shall be charged to the using group.
- () Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- () The custodian and/or Event Staff on duty are directed not to open the facility until the supervisor for the sponsoring group is present.

FEES AND PAYMENT:

- A. Fees established by the Board are for Lakewood Student Groups, Lakewood Community Groups Affiliated with the Schools, Lakewood Community Nonprofit Groups and Lakewood Private, Nonprofit Groups. Commercial Users and Non-Resident Groups may pay twice the resident rate.
- B. Basic fees are based on utility costs including heating, air conditioning, water, lights (except Stadium), and depreciation of facility.
- C. Using group agrees to pay the Board approved fee as rent for use of the District facility for the period of scheduled use. Twenty-five percent of the total estimated sum is due at the time the facility permit is provisionally approved.
- D. The remainder of such sum is payable 14 days prior to the Event either by personal check (not accepted for any fees greater than \$250.00, not accepted for any Civic Auditorium Event), company check, certified check or money order, and delivered to the Lakewood Board of Education, Community Recreation & Education Department. The Lakewood Board of Education reserves the right to require payment to be made by certified funds only. Payment not received within that time will result in cancellation of the permit.
- E. Permit requests made within 14 days of the event must be done in person at the Recreation Department and must be paid in full by certified funds. Requests within 14 days of the event date may not be honored because of scheduling and/or staffing needs.
- F. Any additional fees or balances due because of additional time used, extra staffing needs for Event Staff, clean-up, etc. will be billed to the using group at the conclusion of the permit. The bill may include a due date. If the additional fees are not paid to the Board prior to the due date, the using group may be subject to late fees.
- G. The Superintendent or designee may waive or reduce any of the fees when deemed appropriate.

Payment constitutes agreement to all rules, regulations, policies and procedures set forth by the State of Ohio, City of Lakewood, Lakewood Board of Education, and the Community Recreation and Education Department. Failure to abide by the rules, regulations, policies, and procedures may result in loss of rental privileges.

CANCELLATIONS AND REFUNDS:

The forfeiture or cancellation of any Event shall not entitle Grantee to any refund or rebate of rent required to be paid hereunder unless such forfeiture or cancellation is caused by the Board.