

Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
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7510 - USE OF DISTRICT FACILITIES

In order to assure a close relationship between the Board of Education and the Lakewood community, it shall be the policy of the Board to grant and encourage maximum use of schools facilities as provided by law.

The Board encourages community use of school facilities during non-instructional hours. Gymnasiums, classrooms, auditoriums, etc. will be made available to the public at a reasonable cost to the user, and in some cases, without cost. Such use shall not interfere with the regular education program.

It is understood that convenient access to school properties may need to be limited in those instances when it is necessary to assure protection of school property or the safety of citizens and students, or for control of students, or for control of student behavior.

Charges shall be made to organized groups according to the schedule of fees approved by the Board. The Board has established such rules and regulations as outlined in the following documents: (1) Lakewood City Schools Charges and Priorities for Use of School Facilities; (2) Lakewood City Schools Use of District Facilities; and (3) Lakewood City Schools Schedule of Facility Rental Fees.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent in accordance with District guidelines and rules regarding the use of District grounds and facilities.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities.

- A. Category 1: Lakewood Student Groups
- B. Category 2: Lakewood School Support Entities
- C. Category 3: Lakewood Public Nonprofit Groups
- D. Category 4: Lakewood Private Nonprofit Groups
- E. Category 5: Commercial Users/Non-Resident Groups

Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for a political campaign.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities 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 Mayor or designee (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)

This procedure is established to implement the Board of Education policy governing use of school facilities pursuant to R.C. 3313.77. 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 shall apply.

Charges for these groups shall 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.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

B. Category 2: School Support Entities

A "school support entity" means any nonprofit entity formed for the support of the District programs as approved by the Board (e.g., PTA/PTO's, Booster Clubs, etc.). See, e.g., Board Policy 9210; R.C. 3313.203. They shall be granted second priority to available space and facilities.

Fees for Category 2

When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Fees for regularly scheduled, long-term or sustained use may be made based on negotiated settlements between the parties with Board approval, 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.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

C. Category 3: Public Nonprofit Groups

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

Fee for Category 3

For use during usual hours of operation, charges shall 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 shall apply.

Upon prior approval of the Board, the Superintendent may waive or reduce any of the fees when deemed appropriate.

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 shall be assigned fourth priority of available spaces.

Fees for Category 4

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

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 fourteen (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 fourteen (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. Upon prior approval of the Board, the Superintendent 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.

Requests

Any organization or individual desiring to use District facilities shall contact the Community Recreation & Education Department for approval. Any organization or individual desiring to use the Civic Auditorium shall contact the Civic Auditorium directly for approval.

- A. When charges are involved, twenty-five percent (25%) of the total estimated sum is due at the time the facility permit is provisionally approved.
- B. The Community Recreation & Education Department Commissioner shall clear each request 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.
- C. The Commissioner will approve all requests. If the request is not approved, all deposits will be returned.
- D. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- E. Proof of liability insurance covering facility use in the amount designated by the Superintendent may be required depending on the event and facility.
- F. The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Superintendent with or without due notice. All approvals are to be granted with this understanding. The forfeiture or cancellation of any Event shall not entitle Grantee to any refund or rebate of rent required to be paid hereunder. If additional contracted time is utilized on the day of the Event, rent shall be charged at the Board approved rate.
- G. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

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.

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.

1. A group wishing to use kitchen/cafeteria/cafetorium equipment must include their needs at the time of their request.
 2. A Nutrition Service staff member must be on site during the use of kitchen/cafeteria equipment. User must contact Nutrition Services at 216-529-4156.
 3. All events preparing, selling, and/or serving food in a District facility must obtain a permit through the Lakewood Health Department. A permit for use of District-owned facility will not be issued until proof that the health permit has been obtained. User must contact the Lakewood Health Department at 216-529-7690.
- V. Food and beverages of any kind are prohibited in a District facility without prior written consent of the Board. **Only Pepsi products will be approved.**
- W. Food and beverages of any kind are only permitted in the cafeteria/cafetorium.

Fee for Use of District Buildings

A schedule of fees for the use of District facilities is determined annually based upon the following factors:

- A. The use of District facilities for activities related to the educational program and District operations shall be without cost to the users, except that the users shall be responsible for any police fees.
- B. All other organizations or persons granted the use of schools shall assume the following charges as indicated in the Schedule of Facility Rental Fees, payable in advance, and the cost of such additional staff services as may be required.

Schedule of Facility Rental Fees

LAKWOOD CITY SCHOOLS

All fees are hourly unless otherwise noted. Most facilities require a two (2) hour minimum rental unless otherwise noted. Large Multi-Purpose Rooms and Cafeterias/Cafetoriums requiring any set-up other than the standard set-up requires a three (3) hour minimum rental.

Central Office

Conference Room \$25.00/hour

Lakewood High School

Gymnasium

Game w/Grandstands (3 hour minimum rental)	\$175.00/hour
Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included

Practice w/No Grandstands	\$100.00/hour
Scoreboard & Sound System	\$25.00/hour
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge

Cafeteria	\$100.00/hour
Classroom	\$25.00/hour
Large Multi-Purpose Room (i.e. Band, Lecture, Black Box, Choral, etc.)	\$50.00/hour

Field Use/Game w/Grandstands (3 hour minimum rental)	\$75.00/hour (3 hr. minimum)
Press Box, Scoreboard & Sound System	Included
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Electrician	Extra Charge
Field Prep w/Bases	Included
Lights	Extra Charge
Field Use/Practice w/No Grandstands	\$75.00/hour
Press Box, Scoreboard & Sound System	\$15.00/hour
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance (if necessary)	Extra Charge
Field Prep w/Bases	Included
Lights	Extra Charge

Football Stadium - Saint Edward High School & State Football Playoffs

Varsity Football Game	\$3,000.00/game
Press Box, Scoreboard & Sound System	Included
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included
Lights	Included

Football Stadium -Non-Resident

Varsity Football Game	\$3,500.00/game
Press Box, Scoreboard & Sound System	Included
Concession Revenue	No
Security/Lakewood Police	LBOE
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Extra Charge
Lights	Included
Track Practice (2-4 nights per week)	
Per Season	\$225.00/day
Permit Required	Yes
Lights	\$150.00

Additional costs will apply for any modification to the field (e.g., restriping, or other alteration); or any other changes to the facility. All work must be completed by the district's staff and will be done in conformity with manufacturer specifications.

Indoor Pool

Pool Use w/Grandstands (3 hour minimum rental)	\$75.00/hour (3 hr. minimum)
Main Pool & Diving Pool	Included
Additional Set-Up Fee (no use of pool)	\$50.00/hour
Gate Sharing	No
Concession Revenue	LBOE
Security/Lakewood Police	Extra Charge
Event Staff (LBOE)	Extra Charge
Custodial/Maintenance	Included

Special Effects (Pyrotechnics not permitted as per State/Federal law)

Fogger	\$50.00/day
Strobe	\$40.00/day
Pinspot	\$2.50/day
Mirror Ball w/Motor	\$35.00/day
Egg Strobe	\$2.50/day
Other items as negotiated	prices vary

Special Staging

Commencement Risers -8'x33' or 7'x42'	\$3.00 section
Choir Risers (3 step)	\$25.00 section
Fabrics:	
Seamed cyc	\$30.00/day
Seamless cyc	\$50.00/day
Scrim	\$30.00/day
Podium	\$20.00/day
Movie Screen	\$20.00/day
Other items as negotiated (i.e. music stands, conductor's podium)	prices vary

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