

FAIRFIELD CITY SCHOOL DISTRICT

Regulations

Use of School District Facilities

The Board of Education encourages the use of school facilities. It is necessary, however, to ensure that such does not interfere with the regular school purposes, impose undue burden upon school district personnel, or strain the limited funds allotted for building services and maintenance; therefore, the following specific regulations have been established:

A) All activities occurring before or after the regular school hours or on days when school is not in session must be scheduled by means of the Building/Facility Use Form as follows:

1) Group 1 - To be completed by -

a) School district groups - those activities directly approved by the Board of Education, e.g. clubs, band, orchestra, athletic teams, etc.

2) Group 2 - To be completed by -

a) Parent groups, booster groups and other school affiliated groups which can show proof of non-profit status under the definition of the Internal Revenue Service (IRS) and which use some or all of their revenue for the benefit of the district.

b) Boy Scouts, Girl Scouts, Camp Fire Girls, Brownies, Cub Scouts, Explorer Posts.

c) Requests made by or on behalf of the Fairfield City Council, the Fairfield City Parks and Recreation Department, the Fairfield City Civil Service Commission, Fairfield Township Trustees, Butler County Board of Elections.

d) The following groups are considered as part of Group 2 although they are not specifically related to Fairfield City School District students, are definitely children related organizations and are entitled to monetary considerations when using Fairfield facilities. The groups included in the subsection are:

- | | |
|-----------------------------------|--|
| Fairfield YAA | Sacred Heart Boosters |
| Fairfield Youth Wrestling | Hamilton/Fairfield CYO |
| Hamilton/Fairfield YBA | Fairfield Youth Cheerleading Association |
| Southwest District Athletic Board | Ohio High School Athletic Association |
| Fairfield Optimist Soccer Club | Hamilton/Fairfield Symphony Orchestra |
| Big Brothers/Big Sisters | |

- e) The following community service groups are part of Group 2 and are subject to all policies and procedures for group 2 users as contained herein:

Fairfield Civitan Club	Fairfield Kiwanis Club
Fairfield Rotary Club	Fairfield Women's Club
Fairfield Lions Club	Fairfield Newcomers & Neighbors Club
Fairfield Lioness Club	American Heart Association
Fairfield Exchange Club	Fairfield Chamber of Commerce
American Cancer Society	Butler Tech
United Way	Miami University
Wright State University	City of Fairfield
Fairfield Township	

- f) Other groups specifically approved by the Superintendent/designee.

- 3) Group 3 - To be completed by -

a) All other groups not in Groups 1 or 2 above.

- 4) Parties requesting the use of the High School Performing Arts Center or the High School Arena must meet with the High School Principal or designee to complete the appropriate License Agreement.

B) Building Use Fees:

- 1) Groups 1 & 2 - Generally there will be no rental fee for Groups 1 & 2 listed above under a) and b) if facility is used during the week. Those groups listed previously under c), d) and e) will be charged a nominal fee of \$25.00 per usage during the week. Group 2 listed above under b), c), d) and e) will be charged a fee of \$25.00 for every two (2) hours a requested facility is used on the weekend. The rate of \$15.00 per hour (two hour minimum) is to be charged for those occasions where the reserving party charges an admission/participation fee.
- 2) Group 3 - All Group 3 users are required to pay a rental fee as established in the attached Board approved fee schedule.

C) Personnel Fees:

- 1) Group 1 – Group 1 users will not be charged district personnel fees.
- 2) Group 2 – Group 2 users will not be charged personnel fees during the week if a custodian is on duty or unless:
 - a) The activity occurs on a Saturday, Sunday, legal holiday or other time when the facility is closed.
 - b) A personnel charge is required by the license agreement to use the High School Performing Arts Center, the High School Arena, etc.

- c) Other times as determined by the building principal/designee based on the nature of the activity, number of participants, number of concurrent activities in the facility as the requested activity.

2) Group 3 -

- a) All Group 3 users are required to pay personnel charges as shown on the attached Board approved fee schedule.
- b) At a minimum, a custodian of the Fairfield City School District must open, close and be on duty the entire time of usage for all Group 3 uses.
- c) The reserving party is to refrain from offering any other monetary compensation/gratuity to district personnel. District personnel are compensated for their services by means of the Personnel Use Fee schedules.

D) Black Out Dates:

- 1) Indoor school district facilities are not available for any Group 2 or Group 3 uses on the following days or the date of the district's observance of any of the following days:

- New Years Eve
- New Years Day
- Independence Day (July 4)
- Memorial Day
- Good Friday
- Easter Sunday
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

- 2) Indoor school district facilities are automatically canceled for all Group 2 & 3 users when the school district/building has been closed due to an announced calamity day.

E) Insurance Coverage:

- 1) All Group 2 and 3 users must provide a certificate of General Liability insurance in an amount not less than \$1,000,000 naming the Fairfield City School District as an additional insured. Said certificate of insurance must be attached to the Facility Use Form prior to the form being signed by the building principal/designee. Failure to provide said certificate of insurance will result in the denial of the application.

F) Down Payment/Refunds

- 1) All users required to pay rental and/or personnel fees are required to accompany the application form with only certified check or money order made out to the Fairfield City School District as a down payment in an amount equal to the full payment of the projected rental fees and fifty percent (50%) of the personnel fees. The personnel fees will be estimated at the time of the down payment. The remaining balance following the event will be paid within 30 days of the final billing.
- 2) Refunds will be made in full if the reservation is withdrawn five (5) calendar days in advance of the reserved date except for the Performing Arts Center and the High School Arena (see specific License Agreement).

G) Hours of Operation:

- 1) As a general rule, district facilities may not be used during the school day unless approved by the Building Principal/Designee.
- 2) Hours of use are as specified on the use form, however all such uses must end by 9:00 p.m. for Monday-Friday uses and by 12:00 midnight on Saturday, Sunday and other days when the buildings are closed.
- 3) Facility Use Form:
 - a) Rental fees are assessed on a two (2) hour minimum basis including set up and take down.
 - b) All Community Facilities uses must end by 9:00 p.m. for Monday-Friday uses and by 12:00 midnight for Saturday and Sunday uses.
- 4) All Night Programs: Such programs are limited only to school groups with the approval of the building principal and with appropriate district employee chaperones.

H) Equipment Usage:

- 1) Unless specified on the "Equipment Request Form," Group 1 and Group 2 users are not permitted to use any school district equipment other than what is permanently mounted/placed in the requested facility. Audio-visual equipment and/or musical instruments must be provided by the user.
- 2) When using building classrooms, the reserving person is to ensure that all teaching materials, computers, audio-visual equipment, student property, etc. are not to be used and or tampered with in any fashion.
- 3) The reserving person and group are not to request and/or move equipment of any sort including tables and chairs from any other area of the building.
- 4) The Equipment Request Form must accompany each request form if specific equipment is being requested.
- 5) Kitchens and kitchen equipment are not to be used unless a Food Service staff member is present.

I) Security

The Superintendent/designee and/or building principal may require the user to acquire the services of municipal uniformed officers as the nature of the function dictates. Such services are required for all uses of the High School Performing Arts Center and the High School Arena unless waived by the Building Principal, the District Athletic Director, or the Superintendent or designee. Expenses for such will be assumed by the using party.

J) Prohibited Activities:

Smoking, intoxicating beverages, drugs, games of chance, lewd behavior, and loitering are not permitted under any circumstance on and/or in any property, facility, or vehicle belonging to or under the care of the Fairfield City School District Board of Education.

K) Proof of Occupancy:

Prior to initial use and for each subsequent use as shown on the Facility Use Form, the person under whose name the form has been signed must present his/her copy of the use form to the building principal/designee. Failure to present said form will require the using party to immediately vacate the premises of the Fairfield City School District.

L) Parking:

- 1) All users are to park only in marked parking areas while on district property.
- 2) There is to be no parking in unmarked areas or grass areas owned by the Fairfield City School District.
- 3) Users are to observe all posted restricted parking areas, e.g. fire lanes, etc.
- 4) Group 2 and 3 users are not permitted to charge their attendees a parking fee.

M) Damages:

- 1) The Board shall assess and collect for damages from users when their use or misuse of property or buildings causes added expenses for the Board.
- 2) The reserving party is required to leave the facility/area in the same condition as prior to the start of the activity.

N) Chaperones:

- 1) The person whose name appears on the use form as the reserving party must be in attendance at the function from the stated starting time through the stated ending time.
- 2) For youth activities one additional adult chaperone must be present at all times and along with the reserving person for every twenty (20) youths, e.g. a group of 40 youths would require three (3) adults; the reserving adult plus two additional adults.
- 3) For adult activities one additional adult chaperone must be present at all times and along with the reserving person for every forty (40) adults.
- 4) It is the responsibility of the reserving party and chaperones to maintain control of the persons using the facility, to remain only in the room(s) reserved, to refrain from allowing attendees to be in other parts of the building, and to observe posted facility capacities.
- 5) It is the responsibility of the reserving party to periodically check the restrooms in the locale of the reserved room(s) to ensure appropriate use of the restroom facilities.
- 6) Failure to contain the activity to the reserved area(s) will result in immediate cancellation of the activity and prohibition of future reservations.

O) Food and Beverages:

- 1) Food, beverages, chewing gum and coolers are not permitted inside classrooms, gymnasiums, arenas, auditoriums, libraries, computer labs.
- 2) Food and beverages may be served in cafeterias, multipurpose rooms, lobbies, and hallways provided the reserving party has scheduled said areas for such use.
- 3) Kitchen facilities may only be used if requested by the reserving party on the use forms and only if a Food Service Employee of the Fairfield City School District is present the entire time of the reservation as shown on the completed facility use form.

P) Concession Stands:

The Board of education, through the building principal, reserves the right to offer requested concession stands to school related student and parent groups. The reserving party may operate concession stands only after school related groups have refused such.

Q) Mechanical/Electrical Systems:

- 1) No group will, under any circumstances, alter any electrical, heating or mechanical controls.
- 2) Needed mechanical/electrical adjustments must be performed by authorized district personnel.

R) Loitering:

- 1) The reserving person must ensure that all unauthorized persons must be discouraged from loitering on school grounds or in school buildings at all times.

S) Hold Harmless:

- 1) All Group 1 and Group 2 users agree to indemnify and hold harmless the Fairfield City School District Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the use of facilities and/or equipment as requested by the user whether it be caused by the negligence of the indemnitor or the indemnitor's parties, agents, or employees or otherwise.

T) Scheduling/Booking Calendar:

- 1) Uses of all district facilities will be on a yearly basis starting on September 1 and ending August 31.
- 2) Beginning each January 1 and through March 31 of that same year, only sponsors of school related activities and functions of the Fairfield City School District are permitted to book dates for school district facilities. Said bookings will only be made for the time period of September 1 of that same year through August 31 of the following year.
- 3) Beginning each April 1 through April 15 (with the exception of outdoor Varsity facilities) persons from within the community whose organizations are classified as Group 2 rentals, as well as district employees, can book facilities for the time period of September 1 of that same year through August 31 of the following year. If school is closed any of the time during this 15 day window, the ending date will be adjusted to include the full 15 days allowed for submittals. From approximately April 15 forward (depending on completion of

15 day window previously mentioned), all other organizations may book dates for facility usage for the September 1 through the following August 31 time frame.

- 4) No more than two (2) bookings from Group 2 parties will be honored during the hours of 3:00 p.m. to 10:00 p.m. Monday-Friday on a per building basis unless the requesting party agrees to employ the services of a custodian for their activity.

U) Outdoor Facilities:

- 1) Use of the Varsity Football, Soccer, Baseball and Softball Stadiums are by reservation only at the sole discretion of the Superintendent/Designee and the District Athletic Director. Said facilities are very rarely opened to the public for community use and only with pre-determined facility and personnel fees.
- 2) All other outdoor facilities are able to be reserved through the specific building principal at no cost to the requesting party as long as the reserving party does not charge an admission/participation fee. The rate of \$15.00 per hour (two hour minimum) is to be charged for those occasions where the reserving party charges an admission/participation fee.
- 3) Requesting parties must adhere to all items of the regulations as stated herein.
- 4) The user must have the Building/Facility use form present with him/her during the entire time of the use or be subject to a charge of trespassing.

Revised: August 13, 2009

FAIRFIELD CITY SCHOOL DISTRICT

Building Rental Fees

All rental fees are on an hourly basis with a two (2) hour minimum.

\$ 150.00 per hour	-	High School Performing Arts Center – Seats 800
\$ 75.00 per hour	-	Freshman School Auditorium – Seats 750
\$ 150.00 per hour	-	High School Arena – Seats 3300
\$ 25.00 per hour (Youth Rate)	-	All other district gymnasiums
\$ 75.00 per hour (Adult Rate)	-	All other district gymnasiums
\$ 65.00 per event	-	Baseball/Softball Fields
\$ 75.00 per hour	-	Kitchens – All Schools
\$ 50.00 per rental	-	Cafeterias – All Schools
\$ 40.00 per hour	-	Classrooms – All Schools
\$ 65.00 per hour	-	Multipurpose Rooms – 5/6 Bldg., All Elementaries, KG Center
\$ 75.00 per hour	-	Library/Media Center – All Schools
\$ 10.00 per hour	-	Outdoor athletic facilities when requesting party charges an admission/participation fee
\$ 100.00 per event	-	Piano in the High School Performing Arts Center (User must pay for a professional bonded/insured mover to move piano from orchestra pit
\$ 75.00 per event	-	Dressing Rooms in the High School Performing Arts Center
\$ 75.00 per event	-	Scene Shop in the High School Performing Arts Center
\$ 35.00 per event	-	“Follow Spots” in the High School Performing Arts Center plus fee for FCSD operator
\$ 15.00 ea. per event	-	Additional corded microphones in the High School Performing Arts Center

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FAIRFIELD CITY SCHOOL DISTRICT

Personnel Fee Schedule

All personnel fees are on an hourly basis with a two (2) hour minimum.

\$ 30.00	-	Custodian/Maintenance Worker
\$ 35.00	-	Electrician
\$ 30.00	-	Head Cook
\$ 25.00	-	Food Service Worker
\$ 40.00	-	High School Performing Arts Center Supervisor
\$ 30.00	-	Technical Director Electronic (Adult)
\$ 30.00	-	Technical Director Stage (Adult)
Minimum Wage	-	Sound/Lighting Operator (Student)
Minimum Wage	-	Spotlight Operator (Student)
Minimum Wage	-	Stage Crew (Students)
\$ 40.00	-	H.S. Arena Supervisor
\$ 30.00	-	H.S. Arena Message Center Operator (Adult)
\$ 30.00	-	H.S. Arena Scoreboard Operator (Adult)
\$ 20.00	-	H.S. Arena Announcer (Adult)
\$ 15.00	-	Usher
\$ 30.00	-	Computer Lab Technician
\$ 30.00	-	H.S. Media Center Technician (Library & Community Room)
\$ 15.00	-	Ticket Seller
\$ 15.00	-	Ticket Takers
\$ 10.00	-	Parking Attendant
\$ 40.00/game	-	Baseball/Softball Site Manager

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