

**NORTHWEST LOCAL SCHOOL DISTRICT
APPLICATION FOR PERMIT TO USE SCHOOL FACILITIES**

DR _____
DP _____

Please complete the application and return to:

Facility Rentals
Northwest Local School District
3240 Banning Road
Cincinnati, OH 45239

PHONE: 923-1000 ext. 616 FAX: 923-3644

SECTION I - ELIGIBILITY

- At least 50 percent of the participating personnel must live in the Northwest School District. (Exceptions may be made for the rental of the Colerain High School stadium.)
- Individual team requests must attach a roster of the names and addresses of the participants to this application. Athletic associations must submit rosters once teams are established.
- The requesting organization is non-profit, civic, fraternal or religious.
- A responsible adult will supervise the activity.
- APPLICATION NEEDS TO BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE REQUESTED DATE(S).**
- Application **MUST** be filled out **COMPLETELY** before it can be processed.

I have read and agree to abide by the policies established by the Northwest Board of Education that are explained in detail on this application. I also certify that this request meets the ELIGIBILITY requirements.

Signature of Organization Representative

Date

SECTION II- BOOKING REQUEST

Type of Event for Which You are Requesting the Facility: _____

Name of Organization: _____ Classification (See Section V): _____

Address of Organization: _____ Zip _____

Name of Representative: _____

Address of Representative: _____ Zip _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Name of Supervisor in Attendance at Event: _____ Phone: _____

School Requested: _____ Room(s)/Area(s): _____

If requesting an auditorium, complete the following after reviewing the AUDITORIUM RULES AND PROCEDURES (Section IX):

Concessions to be sold? YES NO	Special lighting needs? YES NO
Who will receive profits? _____	Special sound system needs? YES NO
Type(s) of beverages: _____	Microphone(s) needed? YES NO
Type(s) of snacks: _____	If YES, how many? _____

If requesting a cafeteria, is the cooking area needed? YES NO (If YES, a charge will be assessed by Food Services.)

If requesting the Colerain High School football stadium, complete the following:

Do you want use of the stadium lights? YES NO	The concession stand is run by, and all proceeds go to, the CHS Boosters. No food or drink may be brought in. Do you need the concession stand open for your event? YES NO ***See Section VI for fees related to the use of the stadium.***
Do you want use of the press box? YES NO	
Do you want use of the scoreboard? YES NO	
Do you want access to restrooms? YES NO	

of Participants and Spectators: _____ Start Time: _____ AM PM Admission Charged? YES NO
Day(s) of Week: _____ End Time: _____ AM PM If yes, how much? _____

List Specific Dates:

AUG: _____ NOV: _____ FEB: _____ MAY: _____
SEPT: _____ DEC: _____ MARCH: _____ JUNE: _____
OCT: _____ JAN: _____ APRIL: _____ JULY: _____

SECTION III- POLICIES AND PROCEDURES

1. There may be no admission charges or moneymaking ventures unless approved by the superintendent or designee.
2. Facilities may not be used for commercial ventures, gambling, engendering racial/religious prejudice or any unlawful activity.
3. Alcoholic beverages are not permitted on school property.
4. Smoking is only permitted outside the buildings in designated areas.
5. No fireworks, explosives or flammable decorative materials of any nature shall be permitted in any facilities or on any fields.
6. No vehicles are to be driven on any district field or track without prior authorization.
7. The administrator in charge of facilities may require the Lessee to hire police supervision at the expense of the permit holder at a ratio of 1 officer for the first 150 people and 1 for each 200 expected beyond the first 150.
8. If the Lessee wishes to cancel this permit, notification must be left with the facility message center at 923-1000, extension 616, at least one full working day for school employees in advance of the scheduled use. In the event that this requirement is not met, the Lessee will be charged for two (2) hours for each employee who was scheduled to work during the rental and the full facility charge.
9. The Lessee agrees to indemnify and hold harmless the Northwest Local Board of Education, their agents and employees from all liability, claims, demands, damages, or costs, for claims caused by negligence of the Lessee or any party contracted by the Lessee.
10. The Lessee agrees to submit proof of liability insurance by providing a CERTIFICATE OF LIABILITY INSURANCE listing Northwest Local School District as an additional insured.
11. The Lessee agrees to assume responsibility for any damage to the facilities or equipment, and to restore the building and grounds to their condition and appearance before the activity.
12. The Lessee agrees to assume responsibility not to exceed the maximum occupancy limit as posted by the Fire Department.
13. Supervisors appointed by the Lessee will begin and close the activity as scheduled.
14. Supervisors appointed by the Lessee will direct vehicles to properly designated parking areas.

SECTION IV- MAXIMUM OCCUPANCY

Be aware the fire marshal is obligated to cancel any activity in a school building when the crowd exceeds the maximum occupancy.

SCHOOL	CAFETERIA (WITH TABLES)	GYM	AUDITORIUM	SCHOOL	CAFETERIA (WITH TABLES)	GYM	AUDITORIUM
Bevis Elementary	160	550		Welch Elementary	375	425	
Colerain Elementary	220	518	523	Colerain Middle	300	700	
Houston Elementary	190	578		Pleasant Run Middle	250	725	
Monfort Hts. Elementary	256	780		White Oak Middle	200	650	
Pleasant Run Elementary	154	550		Colerain High	388	1800	815
Struble Elementary	130	531		Colerain Career Center		571	
Taylor Elementary	223	589		Northwest High	350	1500	492
Weigel Elementary	151	631					

SECTION V - FACILITY RENTAL CLASSIFICATIONS

To establish priority, the Board of Education recognizes six classes of school facility users:

Class I	Extracurricular activities approved and operated by the Board of Education (school clubs, athletic teams, CEED)
Class II	Responsible organizations and groups closely affiliated with school operations (PTAs, Boosters)
Class III	Clippard YMCA and responsible, non-profit organizations and groups dedicated entirely to the service of school-age youth of the Northwest Local School District, (athletic associations, scouts)
Class IV	University extension classes, co-curricular instruction and government agencies for work-related programs (police, fire department, Board of Elections)
Class V	Responsible, non-profit civic, fraternal or religious organizations whose membership majority resides in the Northwest Local School District
Class VI	All other responsible groups whose membership majority resides in the Northwest Local School District

In the event of conflict on dates, the classifications of user shall be the determining factor with the lowest numbered classification having priority. When classification numbers are the same, scheduling may be in accordance with the date of submittal of request. **Any approved application is subject to cancellation if the property is later found to be needed for use by school authorities.**

SECTION VI - FACILITY RENTAL FEES (dollars per hour)

	Gym - Tile Floor*	Gym - Wood Floor*	Cafeteria	High School Auditorium	Colerain Elementary Auditorium	Class-room/ Outside Field	Colerain H.S. Stadium no lights***	Colerain H.S. Stadium with lights***	Sound/ Light Operator	Pressbox Manager	Event Manager	Overtime Custodian
Class I	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC
Class II	NC	NC	NC	NC	NC	NC	NC	NC	\$10	\$25	\$25	\$25
Class III	\$10	\$12	NC	NC	NC	NC	\$25	\$35	\$10	\$25	\$25	\$25
Class IV	\$10	\$12	NC	NC	NC	NC	\$35	\$45	\$10	\$25	\$25	\$25
Class V	\$15	\$20	\$15	\$60	\$30	NC	\$50	\$50	\$10	\$25	\$25	\$25
Class VI	\$15	\$20	\$15	\$60	\$30	NC	\$50	\$50	\$10	\$25	\$25	\$25

***TILE FLOORS:** Bevis, Colerain Elementary, Houston, Pleasant Run Elementary, Struble, Taylor, Weigel and Welch

****WOOD FLOORS:** Monfort Heights, Colerain Middle, Pleasant Run Middle, White Oak Middle and Colerain Career Center

***Other information that applies to the Colerain High School Stadium:

- Groups may utilize the stadium based on classification, as noted above.
- The pricing listed in the FACILITY RENTAL FEES table above is reflective of normal usage, such as for practices and games for community leagues with smaller crowds. Special events are activities where:
 - The crowd is expected to exceed 200 spectators **OR**
 - There is an admission charge **OR**
 - There are other unusual conditions.
- For special events one of the following user fees will be charged:
 - 10% of the gate receipts **OR**
 - \$1 per paid admission **OR**
 - \$500 per 1000 spectators
- Examples of activities that may qualify for special events are band contests, and special athletic contests, such as OHSAA sanctioned games and tournaments or inter-collegiate games. The contracts for these events will comply with all applicable Board of Education policies and procedures and applicable township and county codes and regulations.

Possible additional expenses:

- Lessee will provide ticket takers, announcer and timekeeper
- Security may be required for some events
- Pressbox Manager, Event Manager and Custodians are required and provided by the district at the rates noted above

- No Class I or II user shall be charged a fee for the use of school facilities. Fees for light operators or custodial personnel may be charged to any Class II user and shall be charged to any Class III, IV, V, or VI user of school facilities.
- Class II, III, IV, V and VI users will be charged for any damage to property or other expenses resulting from the use of school facilities including, but not limited to, the actual cost of repairs or replacements.
- A school district representative shall be in attendance when the building facilities are used by any organization regardless of classification. Any employee assigned to extra duty due to a scheduled event shall receive as payment the rate established by the Board of Education for such services. School building custodians may open buildings and oversee the use of school facilities at no cost to the using organization if there is no incremental cost to the Board of Education. Otherwise, the sponsoring organization shall pay custodial fees. **The user will be charged for at least one hour of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours.**
- Fees are due at the completion of the event and should be paid by check made payable to the Northwest School District. A 50% down payment is required for long-term gym rentals and is due prior to the first date of usage.
- Fees are established by the Board of Education and are subject to change at the discretion of the Board of Education.

SECTION VII - CLEAN-UP RESPONSIBILITIES

- The lessee is responsible for clean-up of all loose paper, programs, cups, etc., and should leave the facility in the condition it was before the usage.
- After using a cafeteria for a banquet, party, or other activity, please wipe off the tables, sweep the floor and take the trash bags to the dumpster.
- If our custodians must work overtime to clean up after your group, you will be billed for those charges. We appreciate your cooperation in keeping our buildings and surroundings clean.

SECTION VIII - APPLICATION PROCEDURES

- Procedures to be followed for using school district facilities by Class I users will be established by the building principal. Procedures to be followed in obtaining use of school district facilities by Class II, III, IV, V or VI users shall be as follows:
 - An organization or group of **at least seven (7) residents of the district**, public body, public official, or political committee desiring to use school facilities shall submit an application, with appropriate supporting evidence, to the administrative office at least **fourteen (14) days prior** to the date of intended use.
 - The superintendent or designee shall review and investigate the application in order to determine whether the applicant satisfies the criteria and conditions of adopted Board of Education policies on use of school facilities.
 - The superintendent or designee shall decide what personnel services must be provided for each event.

SECTION IX - AUDITORIUM RULES AND PROCEDURES

1. **BOOKINGS** - In order to reserve the auditorium, an **Application for Permit to Use School Facilities** must be completed and turned in to the Northwest Local School District Business Office. If approval is given for the rental, a contract will be produced and distributed to the appropriate parties at the building and the requesting party. If any area other than the auditorium is needed, it must also be requested on the application.
2. **SMOKING** - Smoking is prohibited at all times inside the building.
3. **FOOD AND BEVERAGE** - If concessions are going to be sold, specifics as to types of products to be sold and who will be receiving the profits need to be noted in Section II of this application. Snacks can be sold and consumed in the lobby area during performances only. Food and beverages are prohibited in the auditorium and back stage at all times. Ushers are expected to enforce this policy.
4. **SETS** - All construction of the sets should be complete before they are brought on to the stage. Sets should be free-standing. No nails or tape are to be used on the wooden stage. Nothing is to be pinned or taped to the curtains. The auditorium walls and stage area are not to be painted, postered or defaced in any way.
5. **CURTAINS** - Travelers and legs are not to be removed, moved or tied back. The main curtain is the only one that can be opened and closed. Scenery should not be pinned or taped to the curtains.
6. **LIGHTING** - Stage lights controlled by wall switches can be operated by the lessee. The spotlights on the stage may be re-aimed or re-focused as needed. Any additional lighting needs must be requested by circling YES to the question "Special lighting needs?" in Section II of this application. Depending on the needs, a light operator from the school may need to be hired or a member of your organization may need to be trained. Specific instructions will be noted on the lessee's contract.
7. **MICROPHONES/SOUND SYSTEM** - Requests to use microphones should be noted in Section II of this application. Microphones are not to be removed from the auditorium. If the sound system is to be used for anything other than just speaking, circle YES to the question "Special sound system needs?" in Section II of this application. Depending on the needs, a sound operator from the school may need to be hired or a member of your organization may need to be trained. Specific instructions will be noted on the lessee's contract.
8. **CUSTODIANS** - Depending on the size of the group and the day of the week requested, a custodian(s) may need to be hired and the fees will be noted on the lessee's contract.
9. **MISCELLANEOUS**
 - a. The organization renting the facility will organize and supervise a setup crew for their rehearsals and performances. This crew will be responsible for stage setup and tear down.
 - b. Stage area must be cleared of all equipment, sets, props, etc. after each rehearsal and performance, unless other arrangements are made and approved by the building facility rental liaison.
 - c. Adult supervision must be provided by the organization for all groups participating in the event.
 - d. Each organization is expected to provide its own ticket takers, sellers, ushers and parking lot attendants.
 - e. It is recommended that rehearsals be closed to visitors. Participants are expected to sit in the front quarter of the auditorium during rehearsals.
 - f. Steps at the sides of the stage should be used to go between the auditorium and the stage. DO NOT climb over the front of the stage.
 - g. Spectators/participants are not to sit on the arms of the chairs or drape their feet and/or legs over the sides/backs of the chairs.
 - h. Exit lights may not be covered.
 - i. Payment for the rental of the facility, custodial time, light operators, etc. will be noted on the contract and should be remitted immediately following the event.
 - j. Northwest Local School District is not responsible for any equipment or supplies left behind by the lessee.