

Fremont City Schools



Rental Guidelines

Board of Education

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District Goals:

- Increase Student Achievement
- Close Socio-Economic, Ethnic and Disability Gaps in Student Achievement
- Build Hope, Trust and Respect with our Community

Traci L. McCaudy, Ed.D.
Superintendent

David M. Chambers
Treasurer

FORWARD

Fremont City Schools is very proud of the facilities this community has provided for educating the youth of Fremont. The facilities and operations department takes enormous pride in maintaining and cleaning the buildings and athletic facilities. It is the mission of this department to provide an optimal environment for all learning situations.

As a service to the community, Fremont City Schools and the Fremont City Board of Education members welcome and invite all organizations to utilize the facilities. To assure sound economic practices, a fee schedule has been established for all facilities. The fees cover operations and maintenance costs so that educational funds are not required to subsidize facility usage.

The Fremont City School Board has adopted the following procedures and guidelines to assist in administering the rental of the buildings and athletic facilities. Your responsibility as a member of the community, in using these facilities, is to respect, protect and to help care for school property and equipment.

Should you have any questions regarding the use of Fremont City Schools facilities, please contact the appropriate building principal. The athletic facilities are scheduled through the athletic director's office. Each building principal and the athletic director, for athletic facilities, has the necessary forms and updated calendars for their buildings. They will determine a conflict in usage, and if necessary, can offer alternate possibilities for your event.

<u>Building</u>	<u>Principal</u>	<u>Phone Number</u>
Atkinson	Diana McNulty	419-332-5361
Croghan	Shanita Aaron	419-332-1511
Hayes	Laurel Selvey	419-332-6371
Lutz	Christyl Erickson	419-332-0091
Otis	Laura Bryant	419-332-8964
Stamm	Christine Oravets	419-332-5538
Washington	Dwayne Arnold	419-665-2327
Fremont Middle School	Anthony Walker	419-332-5569
Ross High School	Jose Hernandez	419-332-8221
Athletic Director	Art Bucci	419-332-6462

USE OF DISTRICT FACILITIES

Applications

Any organization or individual desiring to use District facilities shall complete an application (FC-9005 Rev. 7/11) and submit it to the building principal for initial approval. It will then be forwarded to the appropriate person(s) for final approval.

- A. The Director of Facilities and Operations shall clear each application 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.
- B. 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.
- C. Each applicant shall submit to the Director of Facilities and Operations, prior to approval, proof of liability insurance covering facility use in the amount designated by the Treasurer.
- D. 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 Director of Facilities and Operations with or without due notice. All approvals are to be granted with this understanding.
- E. 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.
- F. Request for use of these facilities by commercial or outside groups will be acted upon by the Fremont City Board of Education upon the recommendation of the Superintendent and the Director of Facilities and Operations, with approval to use and rental fee.

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.
- C. Smoking and the use of tobacco substitute products is prohibited in accordance with (Policy 7434). All users are responsible for complying with this regulation.
- D. Only authorized animals, including "service animals" required for use by a person with a disability, may visit school premises at any time.

- E. The District may have a service animal removed from the school premises if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken. The District is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.
- F. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- G. Decorations must be fireproof and shall 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.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- I. Use of District owned equipment must be requested prior to use of facility. Charges for equipment, if any, will be indicated on Rental Permit.
- J. 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.
- K. Use of stages, furniture, and equipment must be arranged for in advance and may require building personnel to operate said equipment. 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.
- L. Use during the summer vacation, on holidays, or during the other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- M. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- N. 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 appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- O. 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.

- P. 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, or aisleways.
- Q. The District will not be responsible for any loss of valuables or personal property.
- R. Non-marking gym shoes must be worn when using any gymnasium floor.

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. The use of District facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and kitchen personnel fees and for any police fees.
- C. All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance, and the cost of such additional staff services (including custodial or kitchen personnel) as may be required.
- D. Make all checks payable to: **Fremont City Board of Education**

KITCHEN – CAFETERIAS

Arrangements must be made with the Child Nutrition Department Supervisor for kitchen use, equipment, supervision and extra help. Charge for cafeteria personnel shall be made according to the Special Services Fee Schedule.

Request forms for kitchen use must specify equipment desired, such as ovens, dishes, silverware, dishwashing equipment, etc. Forms must also include all services required.

Any food served must be prepared by a licensed caterer, or renter must have a temporary food license for each event, issued by the Sandusky County Department of Health.

For kitchen/cafeteria arrangements call: Child Nutrition Department Supervisor at 419-334-5440 or 419-332-6454.

RENTAL FEE SCHEDULE

Weekdays Until 4:30 P.M.	After 4:30 P.M. Weekdays Saturdays Hourly Rate Min. 2 hrs. No Heat	Sundays & Holidays Hourly Rate Min. 2 hrs. No Heat
No Heat*	No Heat	No Heat

ELEMENTARY SCHOOLS (Per session)

Auditorium/Gymnasium	\$90.00	\$120.00	\$165.00
Small Classrooms	\$30.00	\$ 40.00	\$ 55.00
Each additional classroom	\$ 7.00**	\$ 7.00**	\$ 7.00**
Cafeteria Room (does NOT include kitchen facilities)	\$90.00	\$120.00	\$165.00

**Where more than one (1) room is rented in the same building by one (1) person or organization, this fee may be waived at the discretion of the Director of Facilities and Operations.

Secondary Schools

	Weekdays Until 11:00 P.M.	After 11:00 P.M. & Saturdays Min. 2 hrs.	Sundays & Holidays Min. 2 hrs.
<u>FREMONT MIDDLE SCHOOL</u> (Per session)			
Small Classrooms	\$ 30.00	\$ 40.00	\$ 55.00
Each additional classroom	\$ 7.00**	\$ 7.00**	\$ 7.00**
Gymnasium	\$120.00	\$160.00	\$ 220.00
Shower facilities (per shower rooms)	\$ 30.00**	\$ 40.00**	\$ 55.00**
Auditorium w/stage (all local non-profit organizations even though admission is charged)	\$120.00	\$160.00	\$220.00
Rehearsal Charge	\$ 30.00	\$ 40.00	\$ 55.00
Cafeteria Room (does NOT include kitchen)	\$120.00	\$160.00	\$220.00
<u>ROSS HIGH SCHOOL</u> (Per session)			
Small Classrooms	\$ 30.00	\$ 40.00	\$ 55.00
Each additional classroom	\$ 7.00*	\$ 7.00*	\$ 7.00*
Library	\$ 30.00	\$ 40.00	\$ 55.00
Little Theatre: (all local non-profit organizations even though admission is charged)	\$120.00	\$160.00	\$220.00
Shower Facilities (per shower room)	\$ 30.00	\$ 40.00	\$ 55.00
Rehearsal charge in Little Theatre or Gym	\$ 30.00	\$ 40.00	\$ 55.00
Cafeteria Room (does not include kitchen)	\$120.00	\$160.00	\$220.00
Gymnasium	\$120.00	\$160.00	\$220.00

NOTE: Stage lighting and sound equipment will be provided if requested according to "Special Services" listed on page 8 of the Rental Guide. Grand piano is not permitted on stage in the Middle School Auditorium.

**Where more than one (1) room is rented in the same building by one (1) person or organization, this fee may be waived at the discretion of the Director of Facilities and Operations.

MIDDLE SCHOOL AND ROSS HIGH

NOTE: Band and choral rooms are not for rent as separate meeting rooms. These rooms are available in connection with Little Theatre/auditorium rental only. (Dressing rooms, orchestra use, etc.) Per room per event \$7.00.

ATHLETIC FACILITIES

DON PAUL STADIUM AT HARMON FIELD

Don Paul Stadium and Harmon Field may be utilized by schools, colleges, and non-Fremont City Schools sponsored organizations.

Rental for Games: \$230.00 per day plus custodial fees if applicable.

Rental for Camps or practice sessions: \$230.00/day plus custodial fees if applicable.

Use of scoreboard is additional \$100.00 plus an authorized school employee must run scoreboard with compensation at \$30 (plus benefits) per game.

Concession Stand - \$100 per day plus custodial fees if applicable.

ROSS HIGH SCHOOL ALL WEATHER TRACK

Use of track - \$50.00 per hour without custodian plus custodial fees if applicable.

Use of electricity outside pressbox will be at a rate of \$7.00 per hour.

(Additional fees will be charged only for AEI = Actual Expense Incurred.)

ROSS HIGH SCHOOL NATATORIUM

Use of natatorium for special meets - \$500.00 per meet plus custodial costs if applicable.

ALUMNI FIELDS

\$50.00 per game paid to FCS

TOURNAMENT GAMES

Ross High School Gymnasium

\$ 350.00 paid to FCS

Ross High School Natatorium – State Run Meet

\$1,000.00 paid to FCS

Alumni Field

\$ 250.00 per day paid to FCS

Ross High School Soccer Fields

\$ 250.00 per day paid to FCS

Don Paul Stadium at Harmon Field

\$1,800.00 paid to FCS

SPECIAL SERVICES
Fee Schedule

	Weekdays & Saturdays Per Hour	Sundays & Holidays Per Hour
Student Technician.....	\$ 7.00	\$11.00
Stage & AV Technician.....	\$25.00	\$38.00
Custodial Overtime.....	\$40.00	\$55.00
Snow Plowing.....	\$40.00	\$50.00
Theater lighting in Little Theatre	\$10.00	\$10.00

All Special Service Fees are based on time and one-half the prevailing wage scale of the employees involved (as per their negotiated contract plus retirement, Workman's and Unemployment Compensation costs.)

OTHER SPECIAL SERVICES PERSONNEL

	Weekdays Per Hour	Saturday Per Hour	Sundays & Holidays Per Hour
Cafeteria Manager – Elementary	\$19.00	\$27.00	\$34.00
Cafeteria Manager – Secondary	\$20.00	\$28.00	\$36.00
Cafeteria Cook	\$18.00	\$25.00	\$32.00

SUPERVISION OF RENTED FACILITIES

- A. Each group requesting the use of District facilities must use the services of a district custodian, unless otherwise exempted by the building principal, and must pay for such services.
- B. 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.
- 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 rules and procedures regarding the use of District facilities.
- E. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.