

## LITTLE MIAMI SCHOOL DISTRICT FACILITIES RENTAL PROCEDURES

Although the basic purpose of public-school facilities is to provide the youth of the community a sound educational program, the complete function of the school facilities is not achieved until they are made to serve the entire community. To accomplish this objective, when schools are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

<p><i>District Facilities Coordinator</i>  <i>Cindy Evans</i>  <i>Little Miami High School</i>  <i>3001 E. U.S 22 &amp; 3</i>  <i>Morrow, Ohio 45152</i>  <i>cevans@lmsdoh.org</i>  <i>513-899-3781 ext. 20440</i></p>	<p><b><u>Please email scheduling requests to: <a href="mailto:cevans@lmsdoh.org">cevans@lmsdoh.org</a></u></b>  <i>Please include the following information in all requests:</i>  <i>Name, Contact Number, Email, Organization, Location, Date &amp; time requested</i></p>
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To insure fairness and consistency in the implementation of Board policy governing the use of facilities, the following levels have been established. These levels are used in determining facilities use charges. Any group or individual applying for use of school facilities will be classified at one of these designated levels:

**LEVEL I:** Those directly related to regular or extracurricular school sponsored Pre-K – 12 events as well as community programs associated with the school district such as: PTO, Band Boosters, and Athletic Boosters.

**LEVEL II:** Members of the Little Miami Community including: individuals, groups, youth groups, organizations, or non-profit groups who live or operate within the LMSD. Participation at scheduled events must be composed of at least 51% residents of the School District to be classified at this level. Non-profit groups must provide evidence of not-for-profit or tax-exempt status.

**LEVEL III:** Individuals, groups, youth groups or organizations not connected to the LMSD community. If the majority of participants, at least 51% are non-residents, then the group will be classified at this level.

LEVEL II and LEVEL III groups will be given consideration after Level I groups, if space and staffing are available and when the use is considered to be appropriate. A pre-approved LMSD employee must be on duty whenever the facilities are in use. The district reserves the right to assign any group to Level I, II, or III.

**Groups composed of students:** Due to the importance of the safety of individuals, we require groups and organizations to supply a list or roster of students with name of student, address, and resident or non-resident of Little Miami School District, emergency contact person and phone number. We also require a list of adults who are supervising activities with their contact phone number (example: all coaches with phone numbers).

## **LITTLE MIAMI SCHOOL DISTRICT FACILITIES RENTAL PROCEDURES**

As facilities are made available to the public there is a greater need to schedule internal events in advance and to be able to provide a fair opportunity for use to everyone. The deadlines below are a guideline for scheduling groups and often times decisions cannot be made regarding scheduling before internal groups have completed scheduling. Little Miami reserves the right to schedule groups as needed based on the benefit to the students, the community, and the district. A facility use form should be submitted with all the event details and then a representative will contact you regarding the request.

**SCHOOL DISTRICT Deadlines: Please submit INTERNAL school requests by the dates listed below**

**COMMUNITY/OUTSIDE RENTAL scheduling will begin AFTER the posted deadlines**

<u>Fall 2022</u> 8/1/22 – 10/31/22 <b>Deadline: 6/10/22</b>	<u>Winter 2022/2023</u> 11/1/22 – 2/15/23 <b>Deadline: 9/2/2022</b>	<u>Spring 2023</u> 2/15/23 – 5/31/23 <b>Deadline: 12/9/22</b>	<u>Summer 2023</u> 6/1/23 – 7/ 31/23 <b>Deadline: 4/7/23</b>
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**Insurance coverage:**

Any group other than those affiliated with the LMSD must provide a current, up to date Certificate of Liability Insurance. Policy requirements are \$1,000,000 (\$500,000 for facilities and \$500,000 for participants). Little Miami School District must be listed as the “Additional Insured.” This policy applies to all groups regardless of the number of times they will be using the facility.

**Staffing**

Outside groups will require staffing for usage of facilities. This may include a site supervisor, custodian or other district staff depending on the situation. Staffing costs range from \$30 – \$50 per hour. These costs are in addition to the cost of renting the facilities. In addition, groups must provide adequate supervision and will be responsible for any damage to the premises and its contents.

**Food Sales:**

If food is going to be sold or distributed this must be noted on the application and approved by the district. Any sales or distribution of food may change custodial requirements due to cleanup. The sale of concessions or food products is **NOT** allowed by outside/non-school groups unless prior approval is received.

**Prohibited:**

Alcoholic beverages and smoking are not permitted in any District facility or on District grounds. Food and drink may be served and consumed only in those areas specifically approved for that use. Pets and animals are not permitted on school grounds.

**Cancellations**

Cancellations must be made by phone or email to the district scheduler at least 24 hours in advance when no district personnel are being utilized. If district personnel are being utilized the cancellation must be at least 48 hours in advance and include at least one day that school is in session. There will be a \$50.00 minimum fee assessed if the event is not cancelled in time. The District reserves the right to cancel reservations if facilities are needed for school use. **All activities are automatically cancelled when school is closed for emergencies or inclement weather.**

**LITTLE MIAMI SCHEDULE OF HOURLY FEES FOR USE OF SCHOOL FACILITIES**

<b>BUILDING</b>	<b>FACILITY AREA</b>	<b>LEVEL I</b>	<b>LEVEL II</b>	<b>LEVEL III</b>
<b>High School</b> Grades 9-12 3001 E. US 22 & 3 Morrow, OH 45152	Auditorium with house lights only	0	\$85	\$135
	Auditorium, lights & sound booth (includes 1 stage manager- required)	0	\$110	\$160
	Meeting Room/Classroom	0	\$15	\$30
	Cafeteria	0	\$20	\$40
	Locker Rooms	0	\$10	\$20
	Gymnasium	0	\$35	\$70
	Multi-Purpose Room/ Aux. Gym	0	\$25	\$50
	Media Center	0	\$20	\$40
	Wrestling Room	0	\$20	\$40
	LM Stadium – No Lights	0	\$75	\$125
	LM Stadium – With Lights	0	\$90	\$140
	Football Practice Field (grass)	0	\$25	\$50
	Practice Fields (grass)	0	\$20	\$40
	Baseball or Softball Complex	0	\$25	\$50
<b>Middle School</b> Grades 6-8 5290 Morrow-Cozadddale Rd. Morrow, OH 45152	Meeting Room	0	\$15	\$30
	Gymnasium	0	\$25	\$50
	Cafeteria	0	\$20	\$40
	Locker Rooms	0	\$10	\$20
	Media Center	0	\$20	\$40
	Baseball or Softball Practice Field	0	\$15	\$30
	Football Practice Field	0	\$15	\$30
<b>Elementary School</b> Grades 4-5 605 Welch Rd. Morrow, OH 45152	Meeting Room	0	\$15	\$30
	Gymnasium (Main/Large)	0	\$20	\$40
	Multi-Purpose Room/Cafeteria	0	\$15	\$30
	Gymnasium (Small)	0	\$15	\$30
<b>Primary School</b> Grades 2-3 7247 Zoar Rd. Maineville, OH 45039	Meeting Room	0	\$15	\$30
	Gymnasium	0	\$20	\$40
	Cafeteria	0	\$20	\$40
	Cafeteria with Stage	0	\$30	\$60
<b>Early Childhood</b> Grades PK-1 609 Welch Rd. Morrow, OH 45152	Meeting Room	0	\$15	\$30
	Gymnasium	0	\$15	\$30
	Cafeteria	0	\$20	\$40
	Cafeteria with Stage	0	\$30	\$60
<b>Maineville</b> 373 E. Foster-Maineville Rd. Maineville, OH 45039	Meeting Room	0	\$15	\$30
	Gymnasium	0	\$15	\$30
	Cafeteria	0	\$15	\$30
	Baseball Field	0	\$15	\$30

**NOTE: These fees are per hour and are for the facility use only. Personnel fees may also apply.**

## LITTLE MIAMI FACILITIES USE APPLICATION

Contact person \_\_\_\_\_ Organization \_\_\_\_\_

Preferred contact phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

Mailing address \_\_\_\_\_

Describe the event \_\_\_\_\_

Estimated number of people \_\_\_\_\_ Number of chaperones/supervising adults' \_\_\_\_\_  
 (Security and/or a Site Manager may be required if the event will include large numbers of people or special circumstances)

Please list any special needs or equipment \_\_\_\_\_

Is there a need for serving or selling food products by the Sponsor or Organization at this event? If so, please describe \_\_\_\_\_

Will an admission fee be charged for the event? (If yes, how much) \_\_\_\_\_

Dates Requested	Location (building and area/ rooms needed)	Start Time (include setup)	End Time (include cleanup)

**CHECK ITEMS BELOW IF USING THE STADIUM:**

- |                          |                              |                             |                                    |                              |                             |
|--------------------------|------------------------------|-----------------------------|------------------------------------|------------------------------|-----------------------------|
| Ticket booth             | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Stadium lights                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Outside concession stand | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Scoreboard - Press box access      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Outside locker room      | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Sound system - Press box access    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Outside restrooms        | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Sound system - Wireless microphone | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**INSURANCE:** Provider \_\_\_\_\_ Policy # \_\_\_\_\_

Provider Phone # \_\_\_\_\_ Provider Address \_\_\_\_\_

It is mandatory, for the protection of the above-named sponsor/organization to purchase the appropriate liability insurance and provide a Certificate of Liability with LMSD listed as "Additional Insured." Certificate should verify insurance for \$1,000,000: property coverage in an amount not less than \$500,000 covering damage to the facilities, and liability coverage in an amount not less than \$500,000 covering participants, and errors/omissions of members of said group. The above-named sponsor/organization also agrees to indemnify and hold harmless the Little Miami Local School Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization. All properties not belonging to the school district are to be removed at the end of the event. Other arrangements will be considered upon request.

**Signature of organization contact** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved  Not Approved  Reason \_\_\_\_\_