



# FACILITY RENTAL PROCEDURES



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# EAST CLEVELAND CITY SCHOOL DISTRICT

## FACILITY RENTAL PROCEDURES

**EFFECTIVE August 16, 2021**

**All Covid CDC Guidelines will be adhered to**

<b>Time Period</b>	<b>Category 1</b> Any non-profit group whose members consist primarily of ECCSD	<b>Category 2</b> Any group not included in Class 1	<b>Category 3</b> Community Nonprofit	<b>Category 4</b> Private, Nonprofit Groups	<b>Category 5</b> Commercial Use
Weekdays 4:00 pm to 6:00 pm	<b>No Charge:</b> No Rental Fee No Labor Cost Fee	Not Available	Not Available	Not Available	Not Available
Weekdays 6:00 pm to 10:00pm	<b>No Charge:</b> No Rental Fee No Labor Cost Fee	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will	Rental Fee will be charged Labor Cost Fee will	Rental Fee will be charged Labor Cost Fee will
Saturday 6:00 am to 10:00 pm	No Rental Fee Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged
Sunday 6:00 am to 10:00 pm	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged	Rental Fee will be charged Labor Cost Fee will be charged

### CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

This procedure is established to implement the board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees for the approved users listed other than regular curricular programs and activities, when designated school premises are available.

In **all** cases, emergency use 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 and programs or activities and programs or activities of student-initiated, non-school-sponsored clubs and organizations.

Fees for Category j:

For occasional use during usual hours of operation, costs are TBD by the CEO.

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

**Charges for these Groups** will be limited to costs incurred for extraordinary activities involving prolonged Set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the District Administration.

B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District such as ECEA, PTA/PTO's, Booster Clubs, and the like. They will be granted **second priority** to available school premises.

Fees for Category 2

(Identical to Category 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties developed from the direct and indirect incurred by the District.

Requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: Community Nonprofit Groups

Community nonprofit groups are defined as governmental agencies and groups of individuals Comprised of District residents/members of the community including students (during non-school hours) and employees (outside of employment hours) which provide civic, educational, recreational meeting and entertainment, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for school premises during non-school Hours and a **third priority** basis.

Fees for Category 3

(Identical to Category 1)

D. Category 4: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents/members Of the community, including students (during non-school hours) and employees (outside of scheduled work hours) who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned **fourth priority** of available spaces during non-school hours.

Fees for Category 4

Category 4 users will be charged one (1) times the rate shown in Schedule A for allowable space permits.

When activities in Category 4 *involve ticket sales or admission fees*, an additional percentage will be charged based on the relationship of the admission price to actual costs.

E. Category 5: Commercial Use

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for subcontracting usage. When approval is granted, Level five priority will be assigned during non-school hours.

### Fees for Category 5

Where extraordinary user requirements or services are indicated and/or requests are made for Variety athletic fields, permits will not be granted to Category 5 users. Fees for Category 5 Users will be one times the rates shown in Schedule A.

Extraordinary activities defined as those requiring prolonged set-up, use and clean-up, as well As use of special areas, such as varsity playing fields, computer and music rooms, will not be approved.

#### **Does your non-profit group consist primarily of ECCSD students?**

- If so, you fall into Class 1.

#### **Do you wish to use our facilities during one of the times listed above as “No Charge”?**

- If so, you probably can use our facilities at no charge. However, your group will still need to complete a Facility Rental Application and follow our procedures. Please refer to pages 5 and 6.

**For all others, please refer to the guidelines on the following pages.**

## General Guidelines:

- Eligible renters include local groups or organizations having a majority of their membership residing within East Cleveland, OH. The group representative must be at least twenty-one (21) years of age, a resident of East Cleveland, and financially responsible. These eligibility requirements may be waived by the CEO.
- **Facilities are not available for rent to individuals for events such as parties, receptions, or funerals.**
- Facility rental requests may be made up to 6 months in advance of an event.
- Groups that consist primarily of East Cleveland parents and are organized to support East Cleveland students may be classified as Class 1 with the approval of the CEO (PTO's for example).
- Any day in which the building is closed (holidays and summer shut-down) will be treated as a Sunday.
- No rentals will be allowed during the following times:
  - Before or during the regular school day for students
  - During the summer moratorium (usually the last week of June and the first week of July)
  - Any day after 10:00 pm
- There will be a \$200.00 charge for snow removal by school corporation vehicles for Class 2.
- The building principal with the Director of Business shall determine the necessity and number of custodians or other staff. Refer to the Facility Rental Schedule for staff rates.
- The Director of Business shall determine those situations in which a security deposit may be required. The deposit will be 50% of projected expenses, and will be non-refundable within 60 days of the rental.
- Rental of facilities for profit making activities by outside groups or persons will require the CEO's approval.
- Rental of facilities for local, non-profit groups that are not in Class 1 will be allowed with approval from the CEO. These groups will be charged our direct costs, which is normally just the personnel charge.
- Tutoring: provides guidance for the tutoring of students by corporation employees:
  - It will require the approval of the Principal or the CEO.
  - It may not occur during the employee's work day.
  - It must occur during normal weekday hours.
- Summer camps may be approved each year by the CEO. Generally, there will be no rental charge for these camps, except in special circumstances as recommended by the CEO.
- The CEO is authorized to make special arrangements for groups that rent our facilities on a regular recurring basis each year.
- Charges may be waived or adjusted by the CEO.

# EAST CLEVELAND CITY SCHOOL DISTRICT

## RENTAL SCHEDULE

### RENTAL CHARGES FOR THE USE OF SCHOOL FACILITIES

The charges provided below are the base rental fees, and apply once per event (per day, not per hour). This charge does not include any labor costs. **Labor costs will be added** for supervision, clean-up, security, scoreboard, etc. The Director of Business / designee shall determine labor required for the event.

	<u>Rental</u>		<u>Rental</u>
<b>ELEMENTARY/MIDDLE SCHOOLS:</b>		<b>SHAW/HERITAGE SCHOOLS:</b>	
Cafeteria	\$ 50.00	Auditeria - Heritage	\$150.00
		Auditeria – Shaw	\$200.00
Classroom	\$40.00	Cafeteria – Heritage	\$ 75.00
		Cafeteria – Shaw (No kitchen use)	\$100.00
Library Room	\$50.00	Classrooms	\$50.00
Gymnasium	\$ 75.00	Conference Rooms	\$50.00
Media Center	\$80.00	Media Center	\$100.00
		Gymnasium – Heritage	\$150.00
		Gymnasium - Shaw	\$200.00
Shaw Parking Lot		Parking Lot – Shaw	\$200.00

\*\*Use of the cafeteria does not normally include the kitchen. If the kitchen space is utilized, a ServSafe certified staff member must be on site at all times.

- A set-up charge of \$35.00 will be assessed if the basketball goals are required.  
 \*\*The above rates apply once per event (per day, not per hour). Rates will increase *by 50%* to renters whose principal center of operations is outside of East Cleveland, OH.

\*\* Any space or area lit listed above will require evaluation and fee set by the Business Director.

#### Shaw Parking Lot Usage:

Request's to utilize the Shaw High School Parking Lot shall adhere to the following:

In the event the Applicant(s)/Facility Renter(s) hosts activities at the said event that entails, physical and technical activities, food services and/or distributions, food trucks, equipment(s), parking, etc, . The requestor must provide proof of insurance as described in the RULES FOR SCHOOL FACILITY APPLICATION section of this application.

## RENTAL CHARGES FOR USE OF ATHLETIC FIELDS

The charges provided below are the base rental fees, and apply once per event (per day, not per hour). This charge does not include any labor costs. **Labor costs will be added** for supervision, clean-up, security, scoreboard, etc. The Director of Maintenance / designee shall determine labor required for the event.

The use of grass fields is subject to approval by the Athletic Director.

Fees for other fields not listed will be developed on an as needed basis.

Football field	\$150.00
Varsity/JV Baseball Diamond *	\$250.00
Varsity Track & Field for Practice*	\$200.00 (No Lights per hour)
Varsity Football Complex*	\$1,000.00 or % of gate for paid events
Varsity/JV Softball Diamond *	\$250.00
School Track	\$400.00

\* Use of lights will be charged at \$50.00 per hour.

## CHARGES FOR LABOR COSTS

Rates are calculated from the time a facility is opened until it is vacated, with a 2-hour minimum.

Auditorium rental will require additional charges for sound / lighting technicians.

If it is necessary to call security, the Security Worker rate will be charged, with a 2-hour minimum.

If additional cleanup is necessary because of the use of food, the Custodial rate will be charged for this cleanup, with a 2-hour minimum.

Additional Charges for Staff based on the current Union Agreement Policy:

	Hourly Rate	Sunday/Holiday Rate
Custodians	\$42.81	\$59.04
Auditorium Manager	\$35.00	
Sound/Lighting Student Workers	\$9.00	
Food Service Workers	\$40.38	\$53.83
Event Facility Supervisor	\$28.00	
Security Workers	\$25.00	
EC Police Officers	\$36.00	
Safety Officer	\$27.00	
Pool Supervisor	\$28.00	

# EAST CLEVELAND CITY SCHOOL DISTRICT

## RULES FOR SCHOOL FACILITY APPLICATION

1. The use of all school facilities for any purpose whatsoever shall be cleared through and approved by the Director of Business. The School Principal may give priority to school programs over outside groups.
2. The use of the facility will be strictly confined to areas designated or included on the application. The organization making application will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school custodian or representative of the school system on duty shall have immediate authority in any matter covering the use of the facility. Failure to comply with these rules and regulations will be sufficient reason to cancel future privileges of school facilities.
3. The use of the building is subject to the availability of custodians and/or other appropriate supervisory staff.
4. All applications approved by the building Director of Business are subject to cancellation with or without due notice for any reason.
5. Gambling, the use of tobacco, alcohol, or illegal substances on school property is strictly prohibited.
6. No furniture or equipment shall be used or moved without express approval on the application or consent of the Director of Business.
7. The use of special equipment such as stage lighting, cafeteria equipment, curtains, goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the Director of Business or his/her representative.
8. No signs, displays, or other materials may be located on school property unless specifically approved and noted on the application.
9. *It shall be the responsibility of the organization renting the facility to provide the CEO and Facilities and Operations Manager with a certificate of insurance naming the East Cleveland City School District as an **additional insured** ( in the Certificate Holder Section) in the amount of \$100,000 MED Exp per person and \$1,000,000 per occurrence, \$1,000,000 personal & ADV Injury, 2,000,000 general aggregate, \$1,000,000 products-comp/op agg. This will be requested of all groups but is only required of groups that are not "authorized groups." If you do not know if you are an authorized group, please contact the school district business office.*
10. It shall be the responsibility of the organization renting the facility to obtain any and all permits of approval necessary for the state and/or local agency pertinent to the event.
11. All applicants for use of district facilities shall hold the **East Cleveland City School District** free and without harm from any loss or damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be determined by the CEO and a bill for the amount of damages will be presented to the organization using or occupying the facilities during the time the loss or damage was sustained.





# Application to Use School Facility

## RULES AND REGULATIONS

The application organization agrees to abide by the following rules:

1. All directions of the school supervisor must be followed.
2. Pay for all damages to the facility or property caused by your negligence.
3. No smoking or drinking will be permitted in the facility or on facility grounds.
4. No unsupervised minors will be on premises.
5. Relinquish the facility at any time if a school function is scheduled for the time you have requested.
6. Confine your group to the area of the building scheduled for your use.
7. The school's policy on fuel conservation will be followed.
8. All Policies of the school corporation are to be adhered to.
9. Applicants are responsible for general clean up.

## ADDITIONAL GYM RULES

10. List the names of all players that will be using the facility.
11. Use of gym is interpreted to mean gym facility only and players are expected to stay in the vicinity of the Gym.

**Any infraction of the above rules shall be reported to the Director of Business by the building supervisor and the above organization will forfeit all rights to use the facility in the future.**

Name of Organization \_\_\_\_\_

Name of Building \_\_\_\_\_

Name of Facility (i.e. Gym, Classroom, Etc.) \_\_\_\_\_

Day(s) and Date(s) of Intended Use \_\_\_\_\_

If Repeated Usage, Night/Day of Week Requested \_\_\_\_\_

Time of Day Requested \_\_\_\_\_ to \_\_\_\_\_

Purpose \_\_\_\_\_

### PERSON APPLYING FOR FACILITY USE

### BILLING INFORMATION

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

I understand the rules and regulations provided:

APPLICATION                      Approved                      Denied

APPLICANT'S SIGNATURE \_\_\_\_\_

CHARGES                      \$ \_\_\_\_\_

Send Invoice                      Check Included #

BUILDING PRINCIPAL SIGNATURE \_\_\_\_\_

**\*\*PLEASE SUBMIT FORM TO THE BUSINESS OFFICE\*\***