

# Westerville City Schools



## Rental Guidelines

Adopted by the  
Westerville City School District  
Board of Education

### District Goals:

- Every Student Achieves Educational Success
- Learning And Working Environments Are Safe, Nurturing And Efficient
- The Best Staff Are Recruited, Selected, Developed And Retained
- Community, Parents, Students And Staff Are Engaged As Partners In Education
- Financial Resources Are Maximized To Support Educational Success

John R. Kellogg, Ed.D.  
Superintendent

Nicole Marshall  
Treasurer

## **FORWARD**

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

As a service to the community, Westerville City Schools and the Westerville City Board of Education members welcome and invite organizations to utilize the facilities. The philosophy of the Board of Education is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the schools. (Ref. Board Policy 7510 – Use of District Premises)

All facilities are scheduled through the online facilities management system. Prospective renters will need to create an account using the districts online facility management system. Once an account has been approved, the system will allow for the ability to reserve available facilities. The system will determine a conflict in usage, and if necessary, can offer alternate possibilities for your event.

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

## USE OF DISTRICT FACILITIES

### Applications

Any organization desiring to use District facilities must have an approved account using the Districts' online facilities management system. To create an account and submit an application/request, go to <https://westerville-local.gofmx.com/login>. After completing the account and/or application, the information will be forwarded to the appropriate person(s) for final approval.

- A. The Office of Purchasing & Logistics 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 (w/benefits) for persons in the respective job classification (Custodian, Food Service Manager, Supervisor, etc.) whenever extra pay for school employees is required as a result of the use.
- C. Please note prior to final approval for any event by the Superintendent or designee, each applicant must provide proof of liability insurance naming Board of Education – Westerville City Schools as an additional insured under the policy with minimum liability limits of \$1,000,000 per occurrence. In addition, a signed Hold Harmless Clause must be submitted.

Certificate holder should read:  
Board of Education – Westerville City Schools  
936 Eastwind Drive  
Westerville, OH 43081

- 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 Purchasing & Logistics (or Designee) with or without due notice. All approvals are to be granted with this understanding. Pursuant to Board Policy 7510, certified candidates for public office, political parties and political organizations conducting public discussions of public questions and issues must abide by Board Policy 3231A.
- 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.

### 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. The District will not approve a facility rental for gun shows or any weapon show or markets as well as any groups such as hate groups (whether or not they have stated membership limitations), hacker conventions, groups promoting plagiarism, or those that are pervasively vulgar or promote imminent lawless action.

### 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. In order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

- C. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a volunteer, teacher, instructor, athletic official, other employees of the schools or students, including but not limited to any person engaged in the conduct of school-sponsored business or activities.
- D. The District reserves the right to request payment of estimated fees in advance.
- E. Smoking and the use of tobacco substitute products is prohibited in accordance with District Board Policy 7434. Alcoholic beverages and controlled substances will not be permitted on District property at any time. All users are responsible for complying with these regulations.
- F. Only authorized animals, including "service animals" required for use by a person with a disability, may visit school premises at any time. 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.
- 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 Resource Manager. The use of candles or open flames are not permitted to be used within the District building.
- H. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building Resource Manager.
- I. Use of stages, furniture, and equipment must be arranged in advance and may require building personnel to operate said equipment. Additional custodial services required for work not done satisfactorily will be paid for by the renting group. Arrangements must be made with the building Resource Manager for use of any special or extra equipment. Charges for equipment, if any, will be indicated on the Rental Permit.
- J. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
- K. A school custodian shall be on duty whenever a facility is being used except as exempted by District Administration. 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 prep-time and/or clean-up time, will be charged at the appropriate hourly rate including benefits. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- L. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group/organization, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- M. Corridors, exits, and stairways must be free of obstructions at all times. Spectators must never stand or sit so they block exits, stairways, or aisle ways.
- N. The District will not be responsible for any loss or damage of valuables or personal property.
- O. Non-marking gym shoes must be worn when using any gymnasium floor.
- P. A request to use the P.A. system or scoreboard must be noted on the rental application. If permission is granted to use the P.A. system and/or scoreboard, a Westerville Board of Education employed technician will be hired to operate the equipment. The renter is responsible for paying for this additional labor cost.

## FEE FOR USE OF DISTRICT BUILDINGS

- A. The district reserves the right to request a personal guarantee, payment or down payment of estimated fees in advance for Groups I and II. In all other cases, final payment will be made to the Office of Treasurer within (30) business days after the invoice date. The person affixing his or her signature on the contract as the responsible representative of the renting group or organization must have the authority to act on behalf of the group or organization and assumes these risks and liabilities in the name of the group or organization.
- B. Users falling within Group III, must submit payment in full within 30 days prior to the event.
- a. An estimation of the cost for rental of the District facility will be calculated. This estimate will include all applicable fees set forth on the rate schedule herein. Rental rates are subject to change.
  - b. If the actual costs incurred by the School Board in renting the District facility are more than the estimated cost, then the rental group will be charged for the additional amount. If the actual costs incurred by the School Board is less than the estimated cost, then the rental group will be reimbursed for the overcharge.
- C. All organizations or persons granted the use of schools shall assume the following charges as indicated, and the cost of such additional staff services (including custodial or kitchen personnel) as may be required.
- D. Make all checks payable to: Westerville Board of Education
- E. Remit payment to:
- Westerville City Schools  
Office of Treasurer  
936 Eastwind Dr.  
Westerville, OH 43081

## KITCHEN – CAFETERIAS

Arrangements must be made with the Food Service Asst. Manager/Kitchen Manager for kitchen use, equipment, supervision and extra help. Charge for Food Service personnel shall be made according to the Special Services Fee Schedule.

Any request for the use of kitchen facilities must:

- Be part of the contract
- Have the approval of appropriate Food Services personnel
- Be supervised by an employee of the Food Service Department

Any food served must be prepared by a licensed caterer, or renter must have a temporary food license for each event, issued by the Department of Health. Catering services are available through the Food Service Department.

For kitchen/cafeteria arrangements (including catering) call: Food Services at 614-797-5993.

## **RENTAL GROUP CATEGORIES**

### **GROUP I**

Definition: a non-profit community group within the boundary of Westerville School District whose activities are Westerville City Schools student related or whose benefits go to charity, community projects, or WCSD schools.

Examples: PTA/PTO Groups, School Booster Groups, Inter-school Clubs, Scouts, Political Groups, Municipal Groups, and Senior Citizen Groups etc.

### **GROUP II**

Definition: a non-profit or profit-making group within the boundary of Westerville School District whose benefits go to the organization.

Examples: Religious, Civic Band/Symphony, Local Group/Business Recreation, Vocal Groups, Theater Groups and Local Dance Recitals.

### **GROUP III**

Definition: a non-profit or profit-making group whose main office or manufacturing facility is not within the Westerville School District. (intended use is for general meetings, employee in-service, training, or recreation) Groups are not permitted to rent District facilities as a platform for running a business.

**RENTAL GROUP FEES**  
(per hour, 2 hour minimum)

<b><u>ELEMENTARY SCHOOLS</u></b>	<b><u>Group I</u></b>	<b><u>Group II</u></b>	<b><u>Group III</u></b>
Classroom	N/A	\$ 20.00	\$ 30.00
Gymnasium	N/A	\$ 40.00	\$ 55.00
Field Space	N/A	\$ 27.00	\$ 53.00
Multipurpose (Commons) Rooms	N/A	\$ 25.00	\$ 35.00
Parking Lot (Independent of other related facility permits)	N/A	N/A	\$ 50.00

<b><u>MIDDLE SCHOOLS</u></b>	<b><u>Group I</u></b>	<b><u>Group II</u></b>	<b><u>Group III</u></b>
Classroom/Locker Room	N/A	\$ 20.00	\$ 30.00
Gymnasium Floor	N/A	\$ 40.00	\$ 70.00
Gymnasium with Bleachers, Scoreboard and/or Sound (3, 6)	N/A	\$ 60.00	\$ 90.00
Multipurpose (Commons) Rooms	N/A	\$ 30.00	\$ 40.00
Parking Lot (Independent of other related facility permits)	N/A	N/A	\$ 50.00
Practice Field/Track	N/A	\$ 27.00	\$ 53.00
Stadium	N/A	\$100.00	\$130.00

<b><u>HIGH SCHOOLS</u></b>	<b><u>Group I</u></b>	<b><u>Group II</u></b>	<b><u>Group III</u></b>
Auditorium (1, 6)	N/A	\$200.00	\$250.00
Auditorium w/lights, sound (2, 6)	N/A	\$250.00	\$400.00
Classroom/Locker Room	N/A	\$ 20.00	\$ 30.00
Gymnasium Floor	N/A	\$ 40.00	\$ 70.00
Gymnasium with Bleachers, Scoreboard and/or Sound (3, 6)	N/A	\$ 60.00	\$ 90.00
Kitchen (5)	N/A	\$ 40.00	\$ 55.00
Multipurpose (Commons) Rooms	N/A	\$ 30.00	\$ 40.00
Parking Lot (Independent of other related facility permits)	N/A	N/A	\$ 50.00
Practice Field	N/A	\$ 27.00	\$ 53.00
Stadium (3,4, 6)	N/A	\$240.00	\$320.00
Tennis Courts	N/A	\$ 20.00	\$ 30.00
Track (4)	N/A	\$ 40.00	\$ 55.00

1. Includes podium and one microphone
2. Use of sound system, stage lights, and trouper spot lights. (requires Technical Personnel - see Special Services Fees below)
3. Rental includes use of restrooms and press box. Use of PA system, scoreboard, etc. (requires Technical Personnel - see Special Services Fees below)
4. Additional \$27/hr for lights.
5. Kitchens require approval from WCS Food Services and appropriate staff.
6. Waste hauling fee of up to \$150 may be applied.

**SPECIAL SERVICE FEES**  
(per hour)

	<b><u>Monday-Friday</u></b>	<b><u>Saturday</u></b>	<b><u>Sunday</u></b>
Technical Personnel	Current rate	Current rate	Current rate
Supervision	\$20.00	\$20.00	\$20.00
Custodial	\$30.00	\$35.00	\$40.00
Snow Plowing	\$40.00	\$45.00	\$50.00
Food Service Personnel	\$30.00	\$30.00	\$35.00