

# MEDINA CITY SCHOOLS BOARD OF EDUCATION FACILITY RENTAL PROGRAM GUIDE



The rental program of the Medina City Schools is provided as a community service. 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.

The program must be operated within a framework of economically sound business principals. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance and to minimize the financial impact to the education program.

The procedure and guidelines contained herein have been established to administer the rental program for the benefit of all. Your responsibility as a member of the community is to respect and protect the facilities, but to enjoy them as taxpayers and citizens.

## PROCEDURES FOR OBTAINING A FACILITY USE CONTRACT

1. Rental program guides and blank contracts should be picked up from the office of the desired facility. Each facility maintains a schedule of building availability.
2. The completed contract must be returned to the desired facility at least two weeks prior to the rental date.
3. After the rental is complete, the principal or supervisor will forward the completed contract to the Business Affairs Department for invoicing.
4. The Business Affairs Department will issue an invoice to the person who signed the contract.
5. Invoice must be paid in full within two weeks of receiving the invoice.

## PLEASE READ CAREFULLY

We encourage all potential renters of school facilities to read this booklet carefully to become familiar with the rules and regulations governing the rental of facilities. Misunderstandings about procedures and questions about unexpected fees might be eliminated with the reading of this booklet.

## USER'S RESPONSIBILITY

The group or organization using school facilities shall hold harmless the members of the Medina City Schools Board of Education and all school employees from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liabilities in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this rental guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this booklet to the Medina City Schools Board of Education.

## USE OF FACILITIES

As a community service, the Medina City Schools Board of Education offers certain facilities within the various schools to be utilized by the residents of the Medina City School district, the community groups, and local organizations within the limits of the Ohio Revised Code.

## PRIORITY

The needs and requirements of the educational programs and the general welfare of the students as constituted through various activities shall be given first consideration for the use of the facilities. PTO groups, school sponsored or authorized groups, and recreation programs receive the next priority.

The facilities of the school district are generally not available for rent by groups or organizations outside of the Medina City School District.

School facilities are not for rent to groups or organizations whose main purpose is to make a profit, or for individuals or private businesses conducting programs for profit except for employee in-service, training, or recreation.

## RENTAL FEES

The Medina City Schools Board of Education's philosophy is that facilities should be available for community activities at a nominal fee. However, that fee must reasonable cover the costs of salaries and overhead. It is the belief of the Medina City Schools Board of Education that general fund monies used to provide a quality education for the students of the school district should not be used to subsidize the rental of school facilities.

## BUILDING RESPONSIBILITY

The responsibility for the school building remains in the hands of the school principal until he or she leaves the premises. The school custodian, representing the school district, then assumes the responsibility to see that the building and its contents are in order and that activities are properly supervised. Although the custodian is a public employee and is there to assist and give direction, the custodian is normally assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent the facilities apart from any agreed upon setups.

## SAFETY AND LIABILITY

School personnel may require the renting organization to provide parking supervision, fire and police supervision, and liability insurance if the activity or crowd warrants it.

Insurance is required for building rentals. The renting organization must provide a public liability policy of not less than Bodily Injury \$1,000,000 each occurrence, \$2,000,000 aggregate and Property Damage \$1,000,000 each occurrence, \$1,000,000 aggregate. A certificate of insurance is to be issued to the Medina City Schools Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation to the Board. The Director of Business Affairs must approve exceptions to the requirement.

## SPECIAL SERVICES

Groups requesting special services beyond the setup of tables and chairs can be charged at the prevailing hourly rate for custodial services.

## EQUIPMENT USAGE

School equipment and furniture, including tables and chairs, are not for rent to any group for use off of school premises without the written permission of the Director of Business Affairs.

Employees may not use school equipment for personal use or personal business.

Groups renting facilities cannot use school owned audio-visual equipment unless such equipment is specified in the contract and a qualified person is used to operate the equipment

## RENTAL TIME

The rental rate begins when the building is opened for the renting group as specified in the contract. The fee shall end when the building is closed at the end of the meeting or at the end of any required cleanup time. No rental will be allowed after 9:00 p.m. without special permission from the Director of Business Affairs.

Abuse of rental time may result in cancellation of a contract.

## CAFETERIA KITCHENS

Any request for the use of the kitchen facilities must be part of the contract. An employee of the Food Service Department must supervise any use of the kitchen equipment.

## RULES AND REGULATIONS

1. Contracts for the rental of school facilities can be obtained from the principal of the desired facility. A request should be submitted at least two weeks prior to the event or the date when the facilities are to be used when a series of dates are desired.
2. Any contract or privilege granted to any person, group, or organization to use any building or property is non-transferable to any other person, group, or organization.
3. The User agrees to assume responsibility for all liabilities arising from the occupancy of building or grounds use, it being understood and agreed that the school district assumes no obligation regarding the use of such premises.
4. Contracts will be issued for specific areas of a building. It shall be the responsibility of the User to ensure that the remainder of the building is not entered.
5. The User shall assume responsibility for securing police protection and/or traffic control when in the school district's opinion such police attendance is necessary, with costs borne by the renter.
6. The User shall be responsible in case of loss or damage to school property as a result of the reservation. Reimbursement to the school district is mandatory. Future use may be denied.
7. Alcoholic beverages, unauthorized drugs, profanity, and gambling are prohibited on school property. Smoking is prohibited inside school buildings and on school grounds. Users of facilities must comply with state and local fire and safety regulations.
8. The maximum length of any school rental agreement will be one school year (August-June).
9. Cancellations shall be made at least 24 hours prior to use through the principal of the facility rented. In case of cancellation, the User will be responsible for any costs to the school district of its personnel prior to the cancellation.
10. Payment shall be made within two weeks of receiving an invoice. Payment shall be directed to the Director of Business Affairs at the Central Administrative Offices: 739 Weymouth Rd. Medina, Ohio 44256. Long-term renters may arrange monthly payment schedules. Cash, Checks, and Money orders are acceptable forms of Payment. Checks should be made payable to the Medina City Schools.
11. The Medina City Schools Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.
12. The User must be either a resident or an employee of the school district. EXCEPTION: Other educational institutions requesting use of facilities.
13. In regard to adult recreational basketball, only the group given approval to use the gym may be in attendance. No spectators including children are permitted. It is the responsibility of the person who signed the application (User) to police this rule.
14. Church groups are welcome to rent facilities to conduct regular services provided that the church is in the process of building a facility and plans to occupy that facility within 24 months. This rule does not apply to intermittent rentals.

15. Spectators are welcome to attend youth, and student activities, and are also welcome to attend interscholastic contests held at within the district by private or other public school districts. Spectators are expected to remain in the immediate area in which the event is taking place.
16. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations or holidays, unless agreement is made to hire appropriate personnel.
17. When a school activity runs late, the in-coming group must wait patiently for its conclusion. Harassment of the activity by persons of the in-coming group will cause cancellation of approval to use the facility. Over-runs should be reported to the Director of Business Affairs.
18. All equipment is to be put back exactly where it was located prior to the activity.
19. No kitchen is to be rented to outside groups unless a food service employee is in attendance during the period of such use. The organization renting the facility shall compensate the Medina City Schools Board of Education for the food service employee at the rate contained in the latest schedule of fees.
20. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor shall not be worn or used in any building.
21. The sponsor, chaperone, school custodian, or any other school official is authorized to request anyone to leave school premises, who, by virtue of his/her clothing, physical condition, or actions, is doing damage or is likely to damage or harm a building, its contents, or another participant.
22. Use of facilities that are exclusively for social purposes will not be permitted.
23. The person requesting use of a building or part thereof must be 21 years of age and a responsible person known by school authorities.
24. Rental rates are a one (1) hour minimum.
25. Failure to follow all of these stipulations will result in immediate loss of facility use.

## MEDINA CITY SCHOOLS

### USE OF SCHOOL FACILITIES

#### Priorities for Use of Facilities

Facilities shall be assigned according to the following priority rankings:

- Group I - School groups participating in co-curricular activities
- Examples: Theatre, band, choral groups, interscholastic athletics, clubs related to curricular activities, student government, public utilities, City of Medina, Medina County, Medina Community Band, booster groups, PTAs, school-sponsored community education programs.
- Group II - Nonprofit groups whose activities are student-related
- Examples: Scouts, 4-H, school support groups, and state athletic functions, club sports, youth music, etc.
- Group III - Broad interest, nonprofit community groups whose benefits go to charity, community projects, or schools
- Examples: Adult community (principal members of the organization must reside within the boundaries of the school district or at least 50% of them), civic/service, churches, non-profit community recreation programs, theater groups, dance recitals, Bricks 4 Kidz.
- Group IV - Organized community groups, benefits going to the organization or individual
- Examples: Profit community, business/industry, recreational programs for adults, non-community business, adult organizations, private or parochial schools

**BUILDING USE COSTS**  
**Hourly Rate**  
**PAYMENT DUE Three Days PRIOR TO USE**

	I.	II.	III.	IV.
<b>GROUPS</b>	School groups, Booster, PTAs, Public utilities, City of Medina, City of Medina Recreation, MSA, Ranger Soccer, Medina Community Band  <b>(No charge)</b>	Scouts, 4-H, & school support groups	Adult community, civic/service, churches  <i>Non-profit-501c Certificate from IRS-proof</i>  <b>(Facility &amp; personnel fees)</b>	Profit community, business/industry, recreational programs for adults; non-community business, private or parochial schools  <b>(Facility &amp; personnel fees)</b>
<b>FACILITIES</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>	<b>FEE</b>
Classroom	No cost	No cost	\$15	\$30
Elem. Gym	No cost	No cost	\$37	\$90
Middle school gym	No cost	No cost	\$44	\$350
High School gym	No cost	No cost	\$100	\$350
Kitchen	No cost	\$20	\$60	\$100
Commons/Cafe.	No cost	No cost	\$40	\$155
Teachers' lounge	No cost	No cost	\$15	\$50
Misc. areas	No cost	No cost	To be determined	To be determined
Dukes, Memorial Stadium, and AI Root Stadium	Contact Director of Business Affairs	Contact Director of Business Affairs	Contact Director of Business Affairs	Contact Director of Business Affairs
Memorial Stadium	No cost	No cost	\$75 no lights/\$150 with lights	\$150 no lights/\$300 with lights
<b>LABOR RATES</b>				
Custodian	No cost	\$41/hour if custodian is required	\$41/hour	\$41/hour
Snow Removal	No Cost	No Cost M-F Sat. & Sun.- \$50/hour	\$50/hour	\$50/hour
Cook	\$35/hour	\$35/hour	\$35/hour	\$35/hour

Revised June 28, 2021