

COMMUNITY USE OF SCHOOL PREMISES
Facility Rental Procedures - Auditorium Spaces
(Facility Rental Procedures for Non-Auditorium Spaces see Policy KG-R-3)

Requests for use of the District's facilities shall be made through the Director of Operations and Strategic Initiatives in writing using the Facility Rental Application for Permit, stating: identification of the specific facility, a description of the event, date of use, specific hours, equipment needed, and the sponsoring organization. Conditions of use are defined by Board policies and procedures.

The Director of Operations and Strategic Initiatives will review all requests for the use of the District's facilities and determine if the proposed event interferes or conflicts with any Board policies or regulations. Applications for use of facilities must be submitted at least 30 days prior to the intended date of use. A five working-day notice must be given for any cancellation and the District shall retain 10 percent of the total estimate of rental charges to cover costs. All events canceled by the Applicant with less than 24-hour notice will be billed for the entire contracted time at the applicable rate (full amount).

Upon approval of the Facility Rental Application for Permit by the Director of Operations and Strategic Initiatives, it will be sent to the Superintendent for final approval. Following approval, a Facility Rental Permit will be prepared and provided to the requesting party for signature by the organization's Event Supervisor/designee.

District facilities may be available for any Board-approved use. In the event of conflicting requests for District facility use, priority will be given to regular school activities. Requests by groups other than affiliated student or Board-recognized Support Organizations will be considered a lower priority. All rental agreements are subject to change or cancellation due to school scheduling needs. Applicants for permits must show proof of property ownership within the District, or acceptable proof of intent to build within the District (building plans), or a list of members/students (at least 50 percent of the active members must reside in the District).

Use of District facilities is subject to the fee schedules indicated in KG-E-2 and KG-E-3. Charges will apply for hours when custodians are typically on duty. When school is not in session, additional fees may apply. There are no custodial charges for school, student, or Board-recognized Support Organizations during normal custodial hours. The Superintendent/designee is authorized to waive the rental fees for groups who contribute regularly to the general welfare of academic, arts or athletic programs of the District.

All trash must be properly disposed of in containers designated by the custodian. If the District incurs costs for excessive trash disposal, additional fees may apply.

An Auditorium Equipment Manager will be the only individual who operates sound and lighting equipment beyond the current configuration to include the use of one microphone, standard lighting, and current board configuration. No exceptions will be made to this requirement. If the Applicant requires more than one microphone or any lighting needs beyond the current lighting focus and board configuration, an additional fee may be charged for an Auditorium Equipment Manager.

Rental of the facility will be for a minimum of four hours or less with prior approval by the Director of Operations and Strategic Initiatives. Hourly charges will be calculated during the entire time that the renter is utilizing the facility, not only the time required for the actual event. Billable time for the facility rental and District employees is defined as the time the facility is first opened to any member of the rental group (including preparation/rehearsal and set-up) through the time the employees are able to lock the facility following the clean-up and move-out of all equipment. This time is rounded to the nearest half hour.

Advanced booking for events will be allowed up to one calendar year prior to the event as long as the District-approved calendar has been adopted by the Board at the time of application.

If applicant is requesting the use of both auditorium and non-auditorium spaces, two applications are required (KG-E-2 and KG-E-3).

Auditorium spaces must be used in accordance with the following regulations:

1. The Event Supervisor/Designee of the group or organizations using the building or grounds shall be responsible for the maintenance of order during the rental period and the renter shall be liable for any damage to buildings, grounds, or equipment during the time the contract is in force.
2. A sponsoring organization or group must show proof of liability insurance determined adequate by the Treasurer. Such coverage may be provided by either the sponsoring organization's standard insurance coverage or through "special events" coverage.
 - A. The policy must list the Board as an additional insured;
 - B. The policy must be provided by a carrier rated not less than "A" by a nationally recognized insurance rating agency;
 - C. The policy must include general liability coverage in an amount of not less than \$1,000,000. Said general liability coverage may be used to provide the valet coverage required by (E), below;

- D. If alcohol, wine, or beer is permitted to be served (in non-auditorium spaces only and/or other locations/facilities, as approved by the Superintendent), then a Liquor Liability policy in the amount of \$1,000,000 must be provided by the sponsoring organization/group;
 - E. The policy must include automobile liability coverage, which includes hired, non-owned, and valet coverage (if not included in the general liability coverage), in an amount of not less than \$1,000,000;
 - F. The policy must include “umbrella” insurance coverage in an amount of not less than \$5,000,000.
3. Food and beverages are not permitted in the PAC and CFIS Auditorium spaces to include audience and performance (stage) areas. Permission to serve food and beverages, including alcoholic beverages, may be given for a reception in the lobbies of either space.
 4. Alcohol may only be sold, served, and consumed at specific Board-approved locations (non-auditorium spaces only and/or other locations/facilities, as approved by the Superintendent) on school property pursuant to a valid liquor permit issued by the Ohio Division of Liquor Control and pursuant to an approved Facility Rental Application and Permit. (See Regulation KG-R-3 and form KG-E-3)
 5. There is no smoking or use of controlled substances, as that term is defined under the Controlled Substances Act 21 U.S.C. Section 802, in district buildings or on school grounds.
 6. The placement of any artwork or banners in any facility space must be approved in advance with the Superintendent/designee.
 7. The construction of props and scenery is not to be done inside our facilities or on school property. Large props and scenery may be brought in with the prior approval of the Director of Operations and Strategic Initiatives. There is no nailing or attachment to floors or walls.
 8. The renter is responsible for parking arrangements, control, and event security. Arranging and paying for parking lot security personnel is the responsibility of the renter. In some cases, these personnel may be required by the District.
 9. Whenever schools are closed due to the weather and/or other calamity-related conditions, all facility rental/usage scheduled for that date will be canceled. Exceptions may be made only with the approval of the Superintendent/designee. In the event that schools are closed due to emergency causes (e.g., snow), an effort will be made to

inform the permit holders, however, it shall be assumed that the permit holder is aware that all school and permit activities are canceled. Such closings are broadcast through local media. If cancellation of a non-school activity is necessary, every effort will be made to make other arrangements for the permit holder. Deposits paid to the District are recoverable if the District causes cancellation.

10. Any activities involving District facilities shall be approved through the application process before the organization or group announces any plans.
11. Organizations may distribute materials, place objects bearing sponsor(s) name(s), and highlight products or services of Third-Party Sponsors as long as all materials and sponsors are appropriate for a school setting as defined in Board policies. The District may request prior approval of materials and organizations may also proactively submit materials for prior approval.
12. Any recorded or live music shall be limited to an output of no more than 85db at the sound console.
13. The number of tickets provided or sold, may not exceed the occupancy limits for the space.
14. All facilities shall be free of any obstructions and must conform to fire code.

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