

**NORTHWEST LOCAL SCHOOL DISTRICT  
APPLICATION FOR PERMIT TO USE SCHOOL FACILITIES**

Please complete the application and return to:  
Pam Heinrich, Student Services  
Email: [pheinrich@nwlsd.org](mailto:pheinrich@nwlsd.org)  
Phone: 513-923-1000 ext. 3912 Fax: 513-923-3644

Facility Rentals  
Northwest Local School District  
3240 Banning Road  
Cincinnati, OH 45239

**SECTION I - ELIGIBILITY**

1. At least 50 percent of the participating personnel must live in the Northwest School District.
2. Individual team requests must attach a roster of the names and addresses of the participants to this application. Athletic associations must submit rosters once teams are established.
3. The requesting organization is non-profit, civic, fraternal or religious.
4. A responsible adult will supervise the activity.
5. **APPLICATION NEEDS TO BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE REQUESTED DATE(S).**
6. Application **MUST** be filled out **COMPLETELY** before it can be processed.

I have read and agree to abide by the policies established by the Northwest Board of Education that are explained in detail on this application. I also certify that this request meets the ELIGIBILITY requirements.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

**SECTION II – BOOKING REQUEST**

Type of Event for which you are requesting the facility: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Classification (See Section V): \_\_\_\_\_

Address of Organization: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Supervisor in Attendance at Event: \_\_\_\_\_ Phone: \_\_\_\_\_

School Requested: \_\_\_\_\_ Room(s)/Area(s): \_\_\_\_\_

If requesting an auditorium, complete the following after reviewing the AUDITORIUM RULES AND PROCEDURES (Section IX):

Concessions to be sold? YES NO	Special lighting needs? YES NO
Who will receive profits? _____	Special Sound system needs? YES NO
Type(s) of beverages: _____	Microphone(s) needed? YES NO
Type(s) of snacks: _____	If YES, how many? _____

If requesting a cafeteria, is the kitchen area needed? YES NO (If YES, a charge will be assessed by Food Services.)

Number of Participants and Spectators: \_\_\_\_\_

Admission Charged? YES NO If YES, how much? \_\_\_\_\_

Start Time: \_\_\_\_\_ AM PM End Time: \_\_\_\_\_ AM PM Day(s) of Week: \_\_\_\_\_  
(include set-up time) (include clean-up time)

List Specific Dates:

AUG: _____	NOV: _____	FEB: _____	MAY: _____
SEPT: _____	DEC: _____	MAR: _____	JUNE: _____
OCT: _____	JAN: _____	APR: _____	JULY: _____

**SECTION III- POLICIES AND PROCEDURES**

1. There may be no admission charges or moneymaking ventures unless approved by the superintendent or designee.
2. Facilities may not be used for commercial ventures, gambling, and engendering racial/religious prejudice or any unlawful activity.
3. Alcoholic beverages are not permitted on school property.
4. Smoking is not allowed on school property, inside or outside.
5. No fireworks, explosives or flammable decorative materials of any nature shall be permitted in any facilities or on any fields.
6. No vehicles are to be driven on any district field or track without prior authorization.
7. The administrator in charge of facilities may require the Lessee to hire police supervision at the expense of the permit holder at a ratio of 1 officer for the first 150 people and 1 for each 200 expected beyond the first 150.
8. If the Lessee wishes to cancel this permit, notification must be left with the facility message center at 923-1000, extension 3912, at least one full working day for school employees in advance of the scheduled use. In the event that this requirement is not met, the Lessee will be charged for two (2) hours for each employee who was scheduled to work during the rental and the full facility charge.
9. The Lessee agrees to indemnify and hold harmless the Northwest Local Board of Education, their agents and employees from all liability, claims, demands, damages, or costs, for claims caused by negligence of the Lessee or any party contracted by the Lessee.
10. **The Lessee agrees to submit proof of liability insurance by providing a CERTIFICATE OF LIABILITY INSURANCE listing Northwest Local School District as an additional insured.**
11. The Lessee agrees to assume responsibility for any damage to the facilities or equipment, and to restore the building and grounds to their condition and appearance before the activity.
12. The Lessee agrees to assume responsibility not to exceed the maximum occupancy limit as posted by the Fire Department.
13. Supervisors appointed by the Lessee will begin and close the activity as scheduled.
14. Supervisors appointed by the Lessee will direct vehicles to properly designated parking areas.

**SECTION IV- MAXIMUM OCCUPANCY**

Be aware the fire marshal is obligated to cancel any activity in a school building when the crowd exceeds the maximum occupancy.

SCHOOL	CAFETERIA (WITH TABLES)	GYM	AUDITORIUM	SCHOOL	CAFETERIA (WITH TABLES)	GYM	AUDITORIUM
Colerain Elementary	220	518	523				
Monfort Hts. Elementary	256	780	NA	Colerain Middle	300	700	NA
Pleasant Run Elementary	250	725	NA	Pleasant Run Middle	250	725	NA
Struble Elementary	245	245	NA	White Oak Middle	200	650	NA
Taylor Elementary	223	589	NA	Colerain High	388	NA	815
Weigel Building	151	631	NA	Northwest High	350	NA	492

**SECTION V - FACILITY RENTAL CLASSIFICATIONS**

To establish priority, the Board of Education recognizes six classes of school facility users:

<b>Class I</b>	Extracurricular activities approved and operated by the Board of Education (school clubs, athletic teams, CEED)
<b>Class II</b>	Responsible organizations and groups closely affiliated with school operations (PTAs, Boosters)
<b>Class III</b>	Responsible, non-profit organizations and groups dedicated entirely to the service of school-age youth of the Northwest Local School District, (athletic associations, scouts)
<b>Class IV</b>	University extension classes, co-curricular instruction and government agencies for work-related programs (police, fire department, Board of Elections)
<b>Class V</b>	Responsible, non-profit civic, fraternal or religious organizations whose membership majority resides in the Northwest Local School District, (Clippard YMCA)
<b>Class VI</b>	All other responsible groups whose membership majority resides in the Northwest Local School District

In the event of conflict on dates, the classifications of user shall be the determining factor with the lowest numbered classification having priority. When classification numbers are the same, scheduling may be in accordance with the date of submittal of request. **Any approved application is subject to cancellation if the property is later found to be needed for use by school authorities.**



**SECTION VI - FACILITY RENTAL FEES (dollars per hour)**

effective August 1, 2011

	Gym - Tile Floor*	Gym - Wood Floor*	Cafeteria	High School Auditorium	Colerain Elementary Auditorium	Classroom/ Outside Field	Sound/ Light Operator	Event Manager	Overtime Custodian
Class I	NC	NC	NC	NC	NC	NC	NC	NC	NC
Class II	NC	NC	NC	NC	NC	NC	\$10	\$35	\$35
Class III	\$15	\$17	NC	NC	NC	NC	\$10	\$35	\$35
Class IV	\$15	\$17	NC	NC	NC	NC	\$10	\$35	\$35
Class V	\$20	\$25	\$20	\$65	\$35	NC	\$10	\$35	\$35
Class VI	\$20	\$25	\$20	\$65	\$35	NC	\$10	\$35	\$35

\***TILE FLOORS:** Colerain Elementary, Houston Early Learning Ctr, Weigel Building

\*\***WOOD FLOORS:** Monfort Heights, Pleasant Run, Struble, Taylor Elem's, Colerain Middle, Pleasant Run Middle, White Oak Middle

1. No Class I or II user shall be charged a fee for the use of school facilities. Fees for light operators or custodial personnel may be charged to any Class II user and shall be charged to any Class III, IV, V, or VI user of school facilities.
2. Class II, III, IV, V and VI users will be charged for any damage to property or other expenses resulting from the use of school facilities including, but not limited to, the actual cost of repairs or replacements.
3. A school district representative shall be in attendance when the building facilities are used by any organization regardless of classification. Any employee assigned to extra duty due to a scheduled event shall receive as payment the rate established by the Board of Education for such services. School building custodians may open buildings and oversee the use of school facilities at no cost to the using organization if there is no incremental cost to the Board of Education. Otherwise, the sponsoring organization shall pay custodial fees. **The user will be charged for at least one hour of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours.**
4. Fees are due at the completion of the event and should be paid by check made payable to the Northwest School District. A 50% down payment is required for long-term gym rentals and is due prior to the first date of usage.
5. Fees are established by the Board of Education and are subject to change at the discretion of the Board of Education.

**SECTION VII - CLEAN-UP RESPONSIBILITIES**

1. The lessee is responsible for clean-up of all loose paper, programs, cups, etc., and should leave the facility in the condition it was before the usage.
2. After using a cafeteria for a banquet, party, or other activity, please wipe off the tables, sweep the floor and take the trash bags to the dumpster.
3. If our custodians must work overtime to clean up after your group, you will be billed for those charges. We appreciate your cooperation in keeping our buildings and surroundings clean.

**SECTION VIII - APPLICATION PROCEDURES**

1. Procedures to be followed for using school district facilities by Class I users will be established by the building principal. Procedures to be followed in obtaining use of school district facilities by Class II, III, IV, V or VI users shall be as follows:
  - a. An organization or group of **at least seven (7) residents of the district**, public body, public official, or political committee desiring to use school facilities shall submit an application, with appropriate supporting evidence, to the administrative office at least **fourteen (14) days prior** to the date of intended use.
  - b. The superintendent or designee shall review and investigate the application in order to determine whether the applicant satisfies the criteria and conditions of adopted Board of Education policies on use of school facilities.
  - c. The superintendent or designee shall decide what personnel services must be provided for each event.

**SECTION IX - AUDITORIUM RULES AND PROCEDURES**

1. **BOOKINGS** - In order to reserve the auditorium, an **Application for Permit to Use School Facilities** must be completed and turned in to the Northwest Local School District Business Office. If approval is given for the rental, a contract will be produced and distributed to the appropriate parties at the building and the requesting party. If any area other than the auditorium is needed, it must also be requested on the application.
2. **SMOKING** - Smoking is prohibited at all times inside and outside the building.
3. **FOOD AND BEVERAGE** - If concessions are going to be sold, specifics as to types of products to be sold and who will be receiving the profits need to be noted. Snacks can be sold and consumed in the lobby area during performances only. Food and beverages are prohibited in the auditorium and back stage at all times. Ushers are expected to enforce this policy.

4. SETS - All construction of the sets should be complete before they are brought on to the stage. Sets should be free-standing. No nails or tape are to be used on the wooden stage. Nothing is to be pinned or taped to the curtains. The auditorium walls and stage area are not to be painted, postered or defaced in any way.
5. CURTAINS - Travelers and legs are not to be removed, moved or tied back. The main curtain is the only one that can be opened and closed. Scenery should not be pinned or taped to the curtains.
6. LIGHTING - Stage lights controlled by wall switches can be operated by the lessee. The spotlights on the stage may be re-aimed or re-focused as needed. Any additional lighting needs must be requested by circling YES to the question "Special lighting needs?" in Section II of this application. Depending on the needs, a light operator from the school may need to be hired or a member of your organization may need to be trained. Specific instructions will be noted on the lessee's contract.
7. MICROPHONES/SOUND SYSTEM - Requests to use microphones should be noted in application. Microphones are not to be removed from the auditorium. If the sound system is to be used for anything other than just speaking, Depending on the needs, a sound operator from the school may need to be hired or a member of your organization may need to be trained. Specific instructions will be noted on the lessee's contract.
8. CUSTODIANS - Depending on the size of the group and the day of the week requested, a custodian(s) may need to be hired and the fees will be noted on the lessee's contract. Saturday's and Sunday's are no exception.
9. MISCELLANEOUS
  - a. The organization renting the facility will organize and supervise a setup crew for their rehearsals and performances. This crew will be responsible for stage setup and tear down.
  - b. Stage area must be cleared of all equipment, sets, props, etc. after each rehearsal and performance, unless other arrangements are made and approved by the building facility rental liaison.
  - c. Adult supervision must be provided by the organization for all groups participating in the event.
  - d. Each organization is expected to provide its own ticket takers, sellers, ushers and parking lot attendants.
  - e. It is recommended that rehearsals be closed to visitors. Participants are expected to sit in the front quarter of the auditorium during rehearsals.
  - f. Steps at the sides of the stage should be used to go between the auditorium and the stage. DO NOT climb over the front of the stage.
  - g. Spectators/participants are not to sit on the arms of the chairs or drape their feet and/or legs over the sides/backs of the chairs.
  - h. Exit lights may not be covered.
  - i. Payment for the rental of the facility, custodial time, light operators, etc. will be noted on the contract and should be remitted immediately following the event.
  - j. Northwest Local School District is not responsible for any equipment or supplies left behind by the lessee.

#### Section X – Houston Conference Center

The Houston Conference Center may be rented by local businesses and community groups during school day hours upon approval of the district's facility use application and at the discretion of the district superintendent and /or designee. Cost for use of this facility will be determined by the superintendent's designee in accordance with the district's facility use policy. As with our policy for approved rentals, any approved application is subject to cancellation if the Conference Center is later found to be needed for use by school authorities, in which case the costs paid for use of the facility will be refunded to the applicant.

#### Section XI - Security and Safety

All buildings are kept locked at all times. The custodian on duty for your event will be at the door five (5) minutes before your rental begins. **If your entire group is not there at this time you will have to man the door to allow only your participants in the building.** If your organization has multiple time frames, you will have to let the next group in before you leave. **No participants from your event may be left behind waiting for their ride home unchaperoned. Doors may not be propped open for any reason. Never allow someone you do not know in the building for any reason.**

Updated 6/30/21