



**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, 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 if applicable.
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 - 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, school employees)
<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 V - 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. 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 VI - 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.

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