



VANDALIA- BUTLER

CITY SCHOOLS

Facility Rental Permit Guidelines

INTRODUCTION

Vandalia-Butler City Schools' facility/grounds rental program is provided as a community service. Facilities and grounds are open for public use when such use does not conflict with the curricular or co-curricular related activities of the schools. As such, curricular and/or co-curricular activities of the schools will receive primary consideration in the use of facilities.

It is the responsibility of the district to operate within economically sound business principles. The fee schedule, as contained in this guide, has been established to cover the costs of operations and maintenance so that no funds are taken away from the educational program to subsidize the rental program. Thus, procedures and guidelines have been established to clearly define the processes and responsibilities necessary to administer the rental program.

Please take time to read through this packet so as to familiarize yourself with the rules/processes/procedures of the rental program.

PROCESS TO OBTAIN A RENTAL PERMIT

1. Rental Information and applications for facility permits should be picked up from the school office site you are seeking to rent. Forms will also be available via the Vandalia-Butler City Schools website at www.vbcasd.com.
2. The completed permit, copy of liability insurance naming Vandalia-Butler City Schools as an additional insured, and a signed Hold Harmless document must be returned to the appropriate school office at least two weeks prior to the requested rental date. The person who signs off on the permit assumes the role of the responsible representative of the renting group. The signer assumes the responsibility for following and/or enforcing the procedures/rules contained in this rental guide.
3. Once approved by the building principal, the permit will be forwarded to the Business Services office for billing considerations.
4. A copy of the approved permit will be given to the group requesting use of the site. A copy will also be kept at the building.

RENTAL GROUPS

As stated, curricular and/or co-curricular activities of the schools will receive primary consideration in the use of facilities. School-related organizations shall have priority over non-school related organizations.

Facility Rental Group Categories	
Category A	School Curricular and co-curricular activities; District boards, action teams: (e.g. interscholastic athletics, theater, band, choral groups, co-curricular clubs, School Board, District Action Team meetings)
Category B	City of Vandalia/City Recreation, League/State Organizations (e.g. OHSAA, GWOC, SW District, OMEA, state/local business services organizations, state/local curriculum organizations)
Category C	Support organizations: (eg: PTA/PTO, booster clubs, BPAA, etc.)
Category D	Non-profit community organizations: (e.g. Service/civic clubs, churches, etc.)
Category E	Commercial and for-profit organizations

FACILITY RENTAL CHARGES

Vandalia-Butler City Schools must charge fees that cover the costs of salaries, utilities, etc. as they relate to the facility rental program so as not to subsidize the program with general fund dollars that are to be used to provide a quality education for the students of the school district. Fees for school personnel shall be based upon the appropriate rate of pay for persons in the respective job classification (custodian, food service, event worker, event supervisor, etc.).

Thus, the Vandalia-Butler City Schools Board of Education has established a fee schedule for the rental of school facilities and grounds. Fees for the use of our facilities and grounds shall be in accordance with this fee schedule or as otherwise determined by the Superintendent/Superintendent's designee.

It is understood that:

- Vandalia-Butler City School District reserves the right to request payment of estimated fees in advance. In all other cases, final payment will be made to the Business Services Office within ten days of the invoice date.

- Notice of cancellation must be received by the school office five (5) calendar days prior to the rental. A processing fee of twenty percent (20%), plus any costs incurred, will be assessed for late notice less than the five (5) calendar days' notice.
- In no case will those who have been granted permits assign, transfer, or charge a fee to others for the use of the school property.



FACILITY RENTAL CHARGES
June 2012

	<i>Category A</i>	<i>Category B</i>	<i>Category C</i>	<i>Category D</i>	<i>Category E</i>
<u>Butler High School</u>					
Performing Arts Theater			\$250	\$500	TBD
Spotlight			\$20	\$20	\$20
Piano			\$35	\$35	\$35
PAT Manager			\$50/hr	\$50/hr	\$50/hr
Sound & Light Board Operator			\$50/hr	\$50/hr	\$50/hr
Lecture Room			\$75	\$150	TBD
Football Complex*			\$750	\$1,500	TBD
Concession Stands are Additional; Contact the Athletic Director					
Student Activity Center*			\$750	\$1,500	TBD
Locker Rooms Additional			\$50	\$100	TBD
Concession Stands are Additional; Contact the Athletic Director					
Central Gymnasium*			\$200	\$300	TBD
Locker Rooms Additional			\$25	\$50	TBD
Wrestling Room*			\$175	\$250	TBD
Baseball Complex			\$250	\$400	TBD
Banquet Room			\$100	\$150	TBD
Banquet Room (w/Kitchen)			\$150	\$250	TBD
Cafeteria			\$150	\$250	TBD
Cafeteria (w/Kitchen)			\$200	\$300	TBD

Computer Lab				\$100	TBD
Classrooms				\$50 for up to four hours	
Custodial Personnel		\$50/hr	\$50/hr	\$50/hr	\$50/hr
Site Supervision		\$65/hr	\$65/hr	\$65/hr	\$65/hr

*Fee is per event/per day with hours limited by the Athletic Director

Smith Middle School

Commons/Auditorium			\$150	\$150	TBD
Gymnasium			\$150	\$150	TBD
Kitchen			\$50	\$100	TBD
Computer Labs				\$100	
Classrooms				\$50 for up to four hours	
Custodial Personnel		\$50/hr	\$50/hr	\$50/hr	\$50/hr
Site Supervision		\$65/hr	\$65/hr	\$65/hr	\$65/hr

Morton Middle School

Commons/Auditorium			\$250	\$250	TBD
w/Kitchen			\$350	\$350	TBD
Gymnasium			\$150	\$150	TBD
Gymnasium/Commons/Kitchen Combo			\$400	\$400	TBD
Kitchen			\$50	\$100	TBD
Computer Labs				\$100	\$100
Classrooms				\$50 for up to four hours	

Custodial Personnel		\$50/hr	\$50/hr	\$50/hr	\$50/hr
Site Supervision		\$65/hr	\$65/hr	\$65/hr	\$65/hr

Elementary Schools

Gymnasiums			\$35/hr	\$50/hr	TBD
Kitchen			\$50/hr	\$75/hr	TBD
Classrooms				\$50 for up to four hours	
Custodial Personnel		\$50/hr	\$50/hr	\$50/hr	\$50/hr
Food Service		\$50/hr	\$50/hr	\$50/hr	\$50/hr
Site Supervision		\$65/hr	\$65/hr	\$65/hr	\$65/hr

Note: All fees are a flat rate unless otherwise indicated

Categories

Category A: VBCS activities, athletics, and co-curricular events

Category B: City of Vandalia/City Recreation

Category C: Support organizations: PTA/PTO, Athletic Boosters, BPAA

Category D: Nonprofit community organizations, service clubs, and churches

Category E: Commercial and for-profit organizations

FACILITY/GROUNDS RENTAL RULES AND CONDITIONS

1. No group is granted use of the facilities without a permit.
2. The Vandalia-Butler City Schools Board of Education reserves the right to reject or cancel any rental permits for any reason.
3. The rental of any facility/grounds is granted on the condition that if needed for school functions on any of the dates granted, their permit holder agrees to forego its use on such dates provided the permit holder is notified 24 hours in advance of the rental date.
4. A completed application for facility permit must be submitted at least two weeks prior to the date of the event.
5. The person signing the contract will be required to sign a hold harmless clause releasing the Board of Education from any liability during the rental.
6. The person signing the contract is deemed the responsible party for a facility rental and must be present at the event.
7. The Vandalia-Butler City Schools reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property, and the general welfare of the community, including the cancellation of any permit. The building principal may make additional regulations governing the use of the building or facilities.
8. The permit holder agrees to abide by the State and Local Code of Laws in using the facilities, and to prohibit any unbecoming conduct within the facilities or on the grounds. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities. He/she further agrees that the activity will conform to that stated purpose on the rental agreement.
9. No group, which limits membership in or attendance at its activities on the basis of race or color, shall be permitted to rent school facilities.
10. The permit holder/group renting the facility is responsible for providing adequate adult supervision. The building will not be open until adult supervision is present. Children, when not accompanied by parents or other adult supervision, will not be permitted in the building.
11. The organization or individual renting the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
12. No drinking of intoxicating beverages or illegal use of drugs is permitted on the school premises. Violators will have their permit immediately revoked and will be subject to disciplinary action by local law enforcement officials.
13. There will be no smoking in the building during the rental period. Smoking outside of the building must be done in the designated locations on the grounds.
14. Any decorations used in the building must be of flameproof material and must be approved on the rental permit application.
15. Lighted candles or flames are not to be used within the school facility.
16. Nails, screws, or tape on painted surfaces/facility walls shall not be used to fasten anything to the walls.

17. Security: necessary security personnel will be assigned by Vandalia-Butler City Schools and paid for by the renter as deemed necessary by the type/size of the event and as noted on the facility rental permit. Security will be equal to the normal number of security personnel assigned to similar district events. Security will be assigned by district personnel. The District may also require, in advance, the permit holder to provide parking attendants, police and/or fire supervision if they feel the crowds or event warrants it.
18. The district may require the permit holder to carry liability insurance and name the district as additional insured (example of certificate of insurance attached).
19. All permits will be issued for specific rooms or areas, and it shall be the responsibility of the responsible party from the renting organization to see that the remainder of the building is not entered or disturbed.
20. The facility rented will be cleaned and rearranged back to its original form immediately following the event. An additional charge will be made for non-compliance unless a custodian is scheduled for this responsibility.
21. Time of occupancy will end at 10 PM Monday-Friday unless agreed upon on the rental permit application.
22. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, normal cleanup, and putting the room in order for regular use. The permit holder will be charged for custodial time incurred to restore the room to normal state.
23. The custodian may loan no school equipment unless prior approval has been obtained from the principal/designee in writing.
24. The custodian of the building shall enforce the rules and regulations of the Board and shall report infractions to the building principal/designee.
25. All fees must be paid within 30 days of the invoice date.
26. For Gymnasium Rentals: only gym or athletic shoes are permitted on the gym floors. Only participants with adequate supervision shall be in the gym. No food or drinks in the gym (except water/sports drinks for athletes).
27. Pets: pets are not permitted on the athletic fields, in the track area, or in the building.
28. Locker Rooms: Locker rooms may be available for dressing facilities upon request and must be noted in the facilities/grounds rental permit application.
29. Concession Stands: All concession activities must be arranged through the Vandalia-Butler athletic department.
30. Scoreboard (Memorial Stadium): Use of the scoreboard during events must be requested and approved on the rental permit application. The cost of any additional personnel needed for additional services of the scoreboard will be the responsibility of the renter and will be noted on the rental permit application.

VANDALIA-BUTLER CITY SCHOOLS
APPLICATION FOR FACILITY/GROUNDS RENTAL
HOLD HARMLESS CLAUSE

_____, (group organizational name) in consideration of the use of the facilities of the Vandalia-Butler City Schools District, agrees to defend, hold harmless and indemnify the Vandalia-Butler City School Board of Education, its officers, members, employees, and agents in both their official and individual capacities (collectively the "Board") from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of particular facility/grounds, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence of _____ (the group organizational name), the Board or either party's agents or employees as defined in Ohio Revised Code Section 74.011 (B), or otherwise.

DATE _____ Signature _____

Printed Name _____

Title _____