Oxford Community Schools

Facility Usage Guidelines (7510)

A. REGULATION FOR FACILITY USE

The following procedures govern the use and rental of school facilities in order to protect the regular instructional program, those who use the facilities, and the community that has provided the facilities.

I. GENERAL REGULATIONS

The use of buildings will be approved only when an employee authorized the school district staffs the building.

A facility reservation must be completed and approved for each event scheduled after the normal school day, weekends, days when school is not in session, holidays and during the summer months.

The District has the right to deny or withdraw facility use privileges at any time.

1. Procedures – Obtaining Use of Facilities/Outdoor Sites

a. The Facility Scheduler is responsible for scheduling school facilities consistent with the Master Schedule. All customers seeking to schedule facility use need to make a request through the Facility Scheduling system on-line (www.oxfordschools.org).

b. For all elementary, middle school and high school field use (including practice, baseball, soccer fields, etc.), the customer must use the district Facility Scheduling System.

c. A reservation request must be submitted from a designated person who will be responsible for supervision of the event. This person must be at lest twenty-one (21) years of age. There must be adequate adult supervision for all usage.

d. An approved reservation confirmation is necessary for all events scheduled after the normal school day, weekends, days when school is not in session, holidays and summer months.

e. A valid certificate of insurance must be provided prior the event/rental.

f. Once approved, the reservation confirmation serves as a contract between the School District and the applicant.

g. Without a reservation confirmation, use will be denied.

h. School programs are the first priority and are scheduled on that basis. The School District reserves the right to schedule school events prior to open public scheduling of facilities.

i. When snowplowing of a parking lot is required, additional charges for labor and equipment will be assessed.

2. **Payment**

a. The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Payment of pool rental and personnel estimates are due one (1) week prior to the event date. Customers receive a reservation confirmation which includes an estimate of charges. Payment is made on the Facility Scheduling System by credit or debit card. A 3% handling fee will be assessed for using Visa or MasterCard.

b. A $10 application fee will be charged as follows:

a. Occasional users - $10 for each request
b. Organizations that use facilities on a frequent basis would be charged $10 per quarter (fall, winter, spring, summer).

b. Customers are billed at the conclusion of the event or quarterly if the reservation is a year-long recurring event.

c. A twenty-five percent (25%) deposit is required for all reservations exceeding $500.

d. Any other special payment considerations must be submitted and approved by central office administration.

e. Non-payment of fees within thirty (30) calendar days after invoice will result in the loss of facility use privileges.

f. Central Administration may negotiate contracts for large volume users to benefit the School District.

3. **Cancellation**

Notification of cancellation must be submitted to the Facility Scheduler at least forty-eight (48) hours before the scheduled time of use, or fifty percent (50%) of the rental fee will be charged. If the facility is rented to another organization for the specified time and date, the full rental fee will be refunded.

4. **Responsibility of Users**

Non-compliance with Facility Use Regulations may cause loss of facility use privileges. All users of the School District's facilities agree to comply with all applicable laws and local ordinances as well as the following regulations:

a. No alcoholic beverages or drugs are permitted in or around any school building or on any school district property.

b. Smoking and all forms of tobacco is not allowed in school building(s) or on school property at any time.

c. Guns, weapons or guard dogs are not allowed in any school building or on any school property without prior written permission from the Superintendent/designee. (Governmental law enforcement offers are exempt; private security guards are not exempt.)

d. Do not block fire doors, means of egress, block or tamper with any fire protection apparatus.

e. To protect the community's investment, the District requires the following:

1) Return furniture to original locations (chair atop desks if found that way).

2) Leave school writing on white/chalkboards undisturbed

3) Erase whiteboards if vacant sections are used

4) Be respectful of a teacher's desk and materials, materials and equipment in the area should be left undamaged.

5) Clean up the area after use, including table tops and floors.

6) Close windows and turn off lights upon leaving.

7) Place all waste in the proper receptacle.

f. Accidents can happen. If damage occurs, please report it promptly to the custodian on duty. Users are held responsible for damages.

g. Supervision of all persons in the group is expected at all times, inside and outside of the building. All activity must be confined to the room/area assigned.

h. The user is not to use or operate any school equipment other than that specified in the contract.

i. Groups are responsible for providing all supplies and materials necessary.

j. In case of medical or other emergency situations, please notify the custodian on duty who will take a report of the incident.

k. Those groups scheduling activities need to register at least five (5) business days in advance.

5. **Liability and Insurance**

All individuals and/or organizations using the School District's facilities shall purchase and maintain such insurance as will protect it from all claims for damages because of bodily injury, including death, and from claims for damages to property, which may arise out of, or as a result of the organization's use of the premises. The minimum liability limits of such public liability insurance and property damage shall be in the amount of $1,000,000 per claim or per occurrence, and the school district shall also be named as an additional insured under all policies. In addition, the hold harmless and indemnification agreement will also be required. A certificate of insurance shall be delivered to the school district offices at least one (1) week prior to the use.

All users must agree to indemnify and hold harmless the School District and its agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from such organization's use of the school facility

6. **Inclement Weather Emergencies**

If schools are closed due to bad weather, all scheduled building activities and outdoor facility use may be canceled. Listen to the following radio stations for school closings: WJR (760 am),

WWJ (950 am), other broadcast services, and check the District website: www.oxfordschools.org

7. **Activities Prohibited**

a. Promotion of activities subversive to the laws of the United States or any subdivision thereof, or to overthrow the government of the United States, or supporting doctrines of violence, hatred or discrimination are prohibited.

b. Any activity that may violate the cannons of good morals, manners, or taste, or be injurious to the buildings, grounds or equipment is prohibited.

c. Commercial advertising is prohibited.

d. Sub-leasing or shared use is prohibited.

B. CLASSIFICATION OF USERS

1. Group I – Payment Exempt User

The following individual or groups within the Oxford Community Schools may use the school facilities with approval and are exempt from payment of the rental and equipment fees. Qualifying groups encompass members of our student body and staff, sponsors, classes, athletics, teacher clubs, etc. Users are responsible for any personnel fees. The organization must qualify as a charitable organization according to the Internal Revenue Service regulations and must submit a copy of its 501© 3 IRS letter with the application.

School Clubs	Parent-Teacher organizations
Voting precincts	Booster clubs
Employee associations	Student programs

Users are responsible for personnel fees for after hours, weekend or holiday use. Oxford Community Schools employees who wish to use the school facilities for personal use are considered Group II and are charged appropriate fees.

2. Group II – Discounted Organizations

These organizations must have non-profit status. These organizations will receive a fifty percent (50%) discount on the listed room rental. This discount does not apply to pool and auditorium. Any associated personnel charges and equipment fees must be paid at regular rate.

Scouts, government agencies, churches, recreational programs, and charitable organizations.

3. Group III – General Users

Individuals and/or groups are required to pay all fees at the stated rates unless a signed alternative agreement is on file with the Oxford Community Schools.

C. FEES

General information – Rental Fees and personnel fees are charged to all Group II and Group III users (and personnel fees for Group I) at the established rates for the given year. Rental fees are usually a per hour fee based on total time of reservation. In addition, a two (2) hour minimum personnel fee is charged per staff member assigned when any facility is used after normal business hours, Saturdays, Sundays, holidays, or when school is not in regular session. Rates are subject to change without notice.

Facility Rental Fees

1. Indoor and Outdoor Rental Fees

All facility requests must be made via the facility scheduling system. A minimum of one (1) hour will be charged for room or field rental upon approval, a confirmation/estimate is sent to each user via e-mail.

Those requiring custodial personnel will be charged a minimum, but not limited to one (1) hour prior to the activity and ninety (90) minutes post activity. Those activities requiring supervision will be charged a minimum, but not limited to thirty (30) minutes prior to the activity and thirty (30) minutes after the activity.

2. Auditorium Rental Fees

General Information – Arrangements for auditorium use are made through the Facility Scheduling System. Auditorium pricing is for basic use of the space and general room lighting and includes a podium with one microphone (groups such as seminars, group speakers, school assemblies, etc.). Commercial or production activities requiring the use of additional audio, video or lighting systems are assessed additional fees.

Note the following:

Discounted rates are not applicable on auditorium rent, equipment rent, or auditorium equipment rent.

Personnel fees are assessed for the theatre manager and/or personnel.

Additional personnel fees may be assessed for custodians, maintenance or others.

All personnel fees are a minimum of two (2) hours per staff member.

Parking lot maintenance fees may apply.

Events expecting 200 or more patrons will also need security personnel assigned by the District.

Refer to the following schedules for current pricing:

Auditorium – Schedule
Equipment Items – Schedule
Personnel - Schedule

General Information:

a. Arrangements for the Pool/Natatorium use are made through the Facility Scheduling System. A reservation confirmation is sent once pre-approval has been received from the Facility Supervisor. The Facility Supervisor provides an estimate of all fees including: facility rent, equipment, and personnel (pool supervisor, lifeguard, custodial personnel, etc.).

b. Personnel fees

Personnel fees are assessed with a two (2) hour minimum per staff member assigned based on required use and/or day/time of week (including: Saturday, Sunday, Holidays, after-hours or when school is not in session) for the following personnel:

1) Custodians – personnel fees are charged to the user when activity occurs during times when a regular custodian is not normally assigned. Fees are assessed beginning thirty (30) minutes before the scheduled activity, and end at the conclusion of clean-up and securing of the building.

2) Maintenance and/or Grounds – personnel fees are charged to the users when additional game supervision and/or stadium clean-up is necessary during or after the activity or

when snow plowing of the parking lot is required. Also, fees are assessed for preparation of all fields or when the transfer of equipment from one building to another is requested.

3) Media & Technology/Equipment Operators – personnel fees are assessed when technology equipment is used or a user requests one of the following: stadium lights, scoreboard and P.A., press box, and/or any request for technical support to operate equipment. Staff is assigned based on the department needed.

4) Kitchen Supervisor – personnel fees are assessed when kitchen use is requested. All kitchen use will require supervision by a member of the Food Services staff.

5) Auditorium – personnel fees will be assessed when auditorium use is requested. All auditorium use requires supervision by the Theatre Manager and/or any other personnel as necessary determined by the Theatre Manager.

6) Pool – personnel fees are assessed when pool use is requested. All pool use requires a certified pool supervisor assigned by the Facilities Supervisor.

Oxford Community Schools

Indoor Facility Usage Fees – Schedule A

The recommended fees for usage of Oxford Community Schools facilities are listed below. There are three fee components; the requested room, equipment needs and staff requirements. Staffing charges are based on when facilities are requested.

Oxford per hour rate	**High School**	**Middle School**	**Elementary**
Auditorium	$300/hour		
Auditorium Lobby	$60/hour		
Band room	$48/hour	$48/hour	
Black Box	$30/hour		
Cafetorium	$90/hour	$90/hour	$90/hour
Choir room	$48/hour	$48/hour	
Classroom	$30/hour	$30/hour	$30/hour
Commons	$120/hour	$120/hour	
Computer Lab	$150/hour+ mandatory tech person charge if non-school group		
Conference Room	$18/hour	$18/hour	
Dance room	$60/hour		
Dressing rooms	$48/hour		
East Gym	$100/hour		
Instrumental music room	$30/hour		
Kitchen	$96/hour	$96/hour	
LGI room	$96/hour		
Lobby/Hallway area	$36/hour	$36/hour	$36/hour
Main Gym	Fieldhouse at OHS	$60/hour	$60/hour
Media Center	$60/hour	$60/hour	$60/hour
Orchestra Room		$96/hour	
Practice room	$72/hour		
Rehearsal rooms	$90/hour		
Staff lounge	$60/hour		
Theatre pit	$66/hour		
Vocal music room	$30/hour	$30/hour	
Wrestling	$75/hour		

Outdoor Facility Usage Fees – Schedule B

Athletic stadium – Includes: Restrooms & Stadium Equipment (goals, corner flags, end zone pylons, Down Box,Chains, Lacrosse goals, Benches, Table/Chair			
Athletic Stadium	$200/hour	$150/hour	$100/hour
Baseball diamond #1	$75/hour		$60/hour
Baseball diamond #2	$65/hour		
Field House	$150/hour		
Stadium – Additional Options:			
Lights	$75/hour	$75/hour	
Press box/Scoreboard (Add fee for Operator)	$30/hour	$30/hour	
Parking Lot	$15/hour	$15/hour	$15/hour
Practice area #1	$60/hour		
Practice area #2	$40/hour		
Soccer	Field House at OHS	$150/hour	$100/hour
Softball diamond #1	$50/hour	$36/hour	$36/hour
Softball diamond #2	$50/hour	$36/hour	$36/hour
Team Rooms	$27/hour (includes bathrooms)		
Tennis courts	$12/hour per court (8)		
Track	Field House at OHS	$150/hour	$42/hour

Equipment – Schedule C

Equipment	Fee
Auditorium Piano	
Balls (variety)	$30/event
Chairs (Per 100)	$36
Competitive volleyball nets	$60/set per event
Drag softball/baseball field	$25/occurrence
Football/Track Stadium Lights	$75/hour
High jump pit	$24/event ($100/occurrence if set up from storage)
Hurdles	$90/event
Lining of baseball/softball fields	$50/occurrence
Lining of soccer field	$200/event
Microphone & PA System	(Included with stadium or pressbox personnel fee) $25/hour
Microphone - Additional	$10/hour
Overhead/data projection	$18/hour
Painting of field	$200/occurrence (football or lacrosse)
PE Volleyball nets	$24/hour
Podium	$18/hour
Pole vault pit	$24/event ($100/occurrence if set up from storage)
Scoreboards (gym)	$10/each scoreboard/event
Tables-each	$5/table
TV/DVD	$24/event
Wrestling mat	$72/event

Pool – Schedule D

Pool Usage	Oxford Per Hour Rate
Diving boards	$50/event
Lane charge	$24/event
Natatorium	$180/hour
Touchpads & Timing Equipment	$50/event+mandatory system operator @ $22/hour

Note: Pool users will follow pool capacity guidelines. Additional fees for personnel: Pool Supervisor and Lifeguards are mandatory.

Staffing – Schedule E

Staffing	Oxford per hour rate
Auditorium Security	
Auditorium Site Manager	$42/hour
Auditorium Student Assistant	$10/hour
Auditorium Technician	$30/hour
Auditorium Theatre Manager	$60/hour
Computer tech support	$36-$84
Custodial	$33
Kitchen supervision	$27-$48/hour
Kitchen used for food preparation/serving	
Lifeguard (1:20)	$22/hour
Maintenance and Grounds	$60/hour
Media and Technology	$48/hour
Pool supervisor	$27/hour
Pool timing system operator	$22/hour
Security	$36/hour
Stadium Event Manager	$42/hour
Stadium/Pool/Gym Ushers	$10/hour
Stage hand	$22/hour
Student Scoreboard Operator (gym/stadium)	$10/hour
Supervision staff	$48/hour
Ticket personnel	$15/hour

Note: Safe Serve Certificate required for kitchen rental and need to retain and pay for kitchen staff.