



FACILITY RENTAL PACKET

March 10, 2015

Hamilton City School District

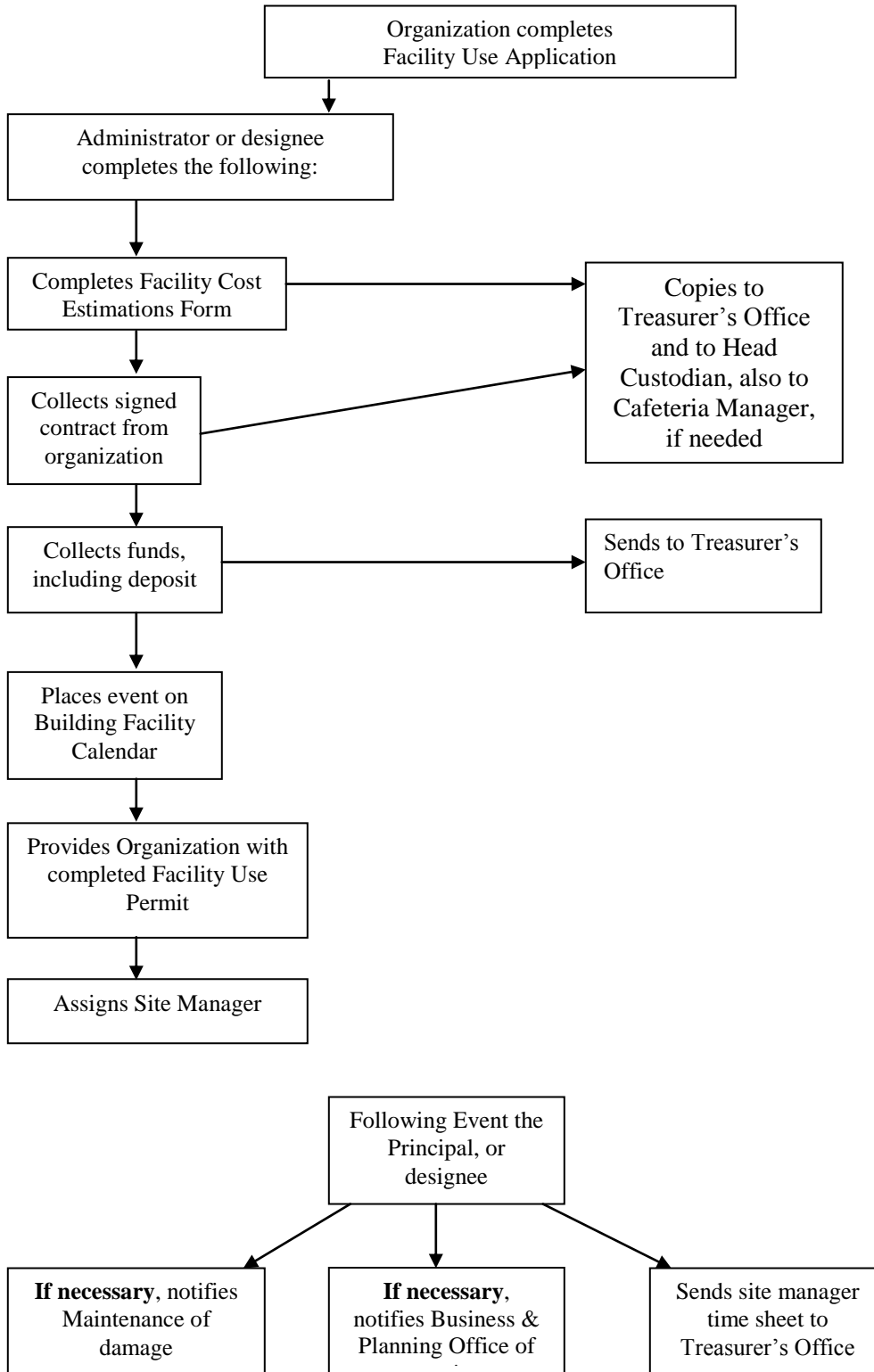
Facility Rental Procedure

Building _____ Athletics _____ Fine Arts _____

1. Organization requests use of the facility. A representative completes the Facility Rental Application and submits it to the Building Principal, or designee.
2. The Administrator, or designee,
 - a. Completes the Facility Cost Estimations Form.
 - b. Collects funds, including deposit
 - c. Collects signed contract from the organization
 - d. Provides organization with completed Facility Use Permit
 - e. Places event on Building Facility Calendar
 - f. Forwards copies of the Facility Rental Application and the Facility Cost Estimations Form to:
 - i. Head Building Custodian
 - ii. Cafeteria Manager, if necessary
 - iii. Business & Planning Office, along with all funds collected
 - iv. File
 - g. If needed, assigns event to site manager
3. Once the event occurs, the Administrator or Designee is responsible for :
 - a. Contacting the Maintenance Department regarding any damage done to the building or contents.
 - b. Contacting the Business & Office if the Organization did not leave at the stated time.
 - c. Sending the signed site manager time sheet to the Treasurer's Office

Hamilton City School District

Facility Rental Procedures Schematic



Hamilton City School District

Facility Use Application
TO BE COMPLETED BY MEMBER OF ORGANIZATION

Site Requested _____ Date of this Request _____

Name of Organization _____ Phone Number _____

Billing Address _____

Contact Person _____ Phone Number _____

Email Address _____

Person In Charge of Event _____ HCSD Employee? YES NO

Home Phone _____ Cell Phone _____

Area Requested	Day of Week	Date	Start time	End Time

1. Will an employee of the Hamilton City Schools be a part of this event? YES NO

Employee's name? _____

Will he/she be onsite for the duration of the event? YES NO

2. Will there be a fee charged for the event? YES NO

If so, how much? _____

3. Will food be served? YES NO

4. Will you need to use the school's kitchen to serve food? YES NO

5. How many Hamilton City Schools students attending? _____

6. Of all students participating, what percentage is from Hamilton Schools? _____%

7. Is this event open to the public? YES NO

8. How many people will attend his event? _____

9. Additional information? _____

Hamilton City School District

FINE ARTS FACILITIES REQUEST FORM

TO BE COMPLETED BY MEMBER OF ORGANIZATION

Name _____

Work Phone _____ Home Phone _____

Group and Event _____

Facility requested (check the following):

- Auditorium
- Other: _____

Custodial Request (check the following):

- Tables (Attach plan)
- Other: _____

Equipment requested (check the following):

- Stage Lights
- Mics
- CD Player
- Other: _____

First Choice:

Day		Date		Time Start		Time End	
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Second Choice:

Day		Date		Time Start		Time End	
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I understand all events must be adequately supervised and that no food, drink, or gum is permitted in the auditorium.

Signature Date Signed

Reservation confirmed for:

Day		Date		Time Start		Time End	
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Signature of Auditorium Manager Date Signed

Hamilton City School District
Contract for Facility Use
PROVIDED TO ORGANIZATION BY ADMINISTRATOR
UPON RECEIPT OF DEPOSIT

Organization _____ Date of Use _____

- Rental charges include both Facility Rental Fees and Personnel Fees. Total charges of \$_____ are an estimate. Final charges will be billed by the Treasurer's Office once the event is complete.
- The Hamilton City School District reserves the right to retain deposits and to assess additional fees for damage caused by an organization, for failure to leave the facility at the stated time or for additional set-up and/or clean-up needs.
- The Hamilton City Schools reserves the right to deny future organizational rentals for excessive damage caused by the organization or violations of the terms and conditions of the applicable contract for facility use.
- Food and drinks are not allowed in the gym or auditorium. Additional fees and/or forfeiture of security deposit may occur for violations.
- The Hamilton City School District reserves the right to run concessions at all events. If not possible, the renting organization may run concessions without using district kitchen facilities, materials or equipment. Concession facilities for all outside groups using the stadium are limited to the concession stand under the home bleachers. An organization wishing to place additional concession facilities on school property may do so with the written consent of the Maintenance Department.
- Field rentals do not include any field preparation or equipment rental.
- No vehicles are permitted on ball diamonds or any athletic field.
- Athletic fields may only be used for their stated purpose and function.
- The use of alcohol or smoking on Hamilton City School District property is prohibited.
- All Hamilton City School District policies must be followed.
- To the fullest extent permitted by law, the renting organization agrees to hold harmless the Hamilton City School District, its elected and appointed officials, employees and volunteers, agents, assigns and other persons working in behalf of the Hamilton City School District; against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against from the Hamilton City School District, its elected and appointed official, employees, volunteers and others working in behalf of the Hamilton City School District, by reason of property damage, including loss of use thereof by misuse or abuse, or theft which arises out of or is in any way connected or associated with this contract.
- Ask your insurance company to add the Hamilton City School District as an additional insured and provide Hamilton City School District with proof of insurance.

I understand and will abide with the above.

Signed _____ Date _____

Printed name _____

Hamilton City School District

Group Classifications

Please note: HCSD Curricular and Extracurricular School groups are not considered in these categories.

- **Group #1** – Government groups and School Support Organizations:
 - Training sessions
 - Meetings open to the public
 - Butler County Board of Elections
 - District employee organizations
 - Meetings of organizations whose exclusive purpose is to support the programs of the District (Parent-Teacher groups, booster groups, OHSAA, OMEA, etc.)
- **Group #2** – Community Groups serving School-age students in the District
 - 75% or more of students participating are HCSD students
 - Scouting Organizations
 - Youth athletic leagues
 - Groups/Individuals providing services to District students (private music lessons, tutoring, athletic training)
- **Group #3** – Non-Profit Community Groups
 - Less than 25% of students participating are HCSD students
 - Organizations whose primary purpose is to serve the community (Churches, service organizations, theater groups, select athletic groups)
 - Union meetings not listed in above categories
 - Fundraising activities for groups in above categories
- **Group #4** – Commercial Groups
 - Business meetings
 - For-profit organizations (“Cheer America”, Dance Schools, etc.)
 - Youth League Tournaments
 - Private citizens

**Final decisions for Group Classification will be made by
the Office of Business and Planning.**

Cost below is per hour with a **two-hour** minimum.

All charges are per hour.

This is an approximation of charges. The district will calculate final charges.

The Hamilton City Schools reserves the right to change the fee structure or to charge additional fees for the use of its facilities, violations of its policies or for damages incurred during the use of its facilities

Building Facility Fee Calculation Sheet (to be approved by Building Principal)

Area	Group 1		Group 2		Group 3		Group 4	
	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun
Elem. Gym	n/c	n/c	n/c	\$35	\$35	\$35	\$50	\$50
Classroom	n/c	n/c	n/c	\$25	n/c	\$25	\$25	\$25
Kitchen	n/c	\$25	n/c	\$25	\$50	\$50	\$75	\$75
MS Gym	n/c	n/c	n/c	n/c	\$35	\$35	\$50	\$50
GMS Auditorium	n/c	n/c	n/c	\$25	n/c	\$50	\$75	\$75
Cafetorium	n/c	n/c	n/c	n/c	\$35	\$35	\$50	\$50
HHS Cafeteria	n/c	n/c	n/c	\$25	n/c	\$50	\$100	\$100
HHS Community Rm	n/c	n/c	n/c	n/c	n/c	n/c	n/c	n/c

Fine Arts Facility Fee Calculation Sheet (to be approved by Fine Arts Instructional Coach)

Area	Group 1		Group 2		Group 3		Group 4	
	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun
HHS Auditorium*	n/c	n/c	n/c	\$25	n/c	\$50	\$100	\$100
Concession	n/c	n/c	n/c	\$10	\$10	\$10	\$20	\$20
HHS Piano	n/c	n/c	n/c	n/c	\$25	\$25	\$100	\$100

- Includes use of dressing rooms

Athletic Facility Fee Calculation Sheet (to be approved by Athletic Director)

Area	Group 1		Group 2		Group 3		Group 4	
	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun
HFS Gym	n/c	n/c	n/c	n/c	\$35	\$35	\$50	\$50
HHS Athletic Center Gym	n/c	n/c	\$70	\$70	\$95	\$95	\$120	\$150
HHS Aux. Gym	n/c	n/c	n/c	n/c	\$35	\$35	\$50	\$50
HHS FB Stadium w/o lights	n/c	n/c	\$50	\$50	\$75	\$75	\$120	\$120
HHS FB Stadium w/ lights	n/c	n/c	\$70	\$70	\$95	\$95	\$150	\$150
Tennis Courts.	n/c	n/c	n/c	\$25	\$50	\$50	\$75	\$75
HHS Fields	n/c	n/c	n/c	\$25	\$50	\$50	\$75	\$75
Elem. Fields	n/c	n/c	n/c	\$25	\$50	\$50	\$75	\$75
MS Fields	n/c	n/c	n/c	\$25	\$50	\$50	\$75	\$75
HFS Fields	n/c	n/c	n/c	\$25	\$50	\$50	\$75	\$75

Hamilton City Schools Personnel Cost Calculation Sheet

Cost below is per hour with a **two-hour** minimum.

This is an approximation of charges.

The Hamilton City Schools reserves the right to change the fee structure or to charge additional fees for overtime or failure to vacate the facility at the stated time.

Personnel	Group 1			Group 2			Group 3			Group 4		
	M-F	Sat	Sun	M-F	Sat	Sun	M-F	Sat	Sun	M-F	Sat	Sun
Custodian	n/c	\$40	\$55	n/c	\$40	\$55	\$25	\$40	\$55	\$25	\$40	\$55
Site Manager	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Elem. Kitchen Manager	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18
Sec. Kitchen Manager	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21

Auditorium Manager	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Aud. Sound Technician*	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Aud. Light Technician*	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20

*Assistants will be at half the cost



FACILITY USE PERMIT

THIS PERMIT MUST BE ONSITE WHENEVER THE ORGANIZATION IS USING THE FACILITY. IF THIS PERMIT CANNOT BE PRESENTED, THE ORGANIZATION MUST LEAVE THE FACILITY IMMEDIATELY.

Date permit Issued _____

Date of Facility Use _____

Specific Area(s) to be used: _____

Starting Time of Facility Use _____

Ending Time of Facility Use _____

Organization _____

District Representative Signature: _____

- The Hamilton City School District reserves the right to retain deposits and to assess additional fees for damage caused by an organization, for failure to leave the facility at the stated time or for additional set-up and/or clean-up needs.
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- Food and drinks are not allowed in the gym or auditorium. Additional fees and/or forfeiture of security deposit may occur for violations.
- The use of alcohol or smoking on Hamilton City School District property is prohibited.
- All Hamilton City School District policies must be followed.