

**BEXLEY CITY SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINES
USE OF DISTRICT FACILITIES**

A. Request of Use of School Facilities

Request for use of school facilities shall be submitted 72 hours prior to the requested use date to the Building Principal. Requests must include the name of the group or organization requesting use of facilities, the activity/purpose of the meeting or function and the date and time of such meeting or function. If satisfactory arrangements can be made, the request may be approved by the Business Manager and the Superintendent of Schools.

The use of any building or grounds or any part thereof is granted on the condition that if needed for school functions on any of the dates granted the applicant agrees to forego its use on such dates if notified within ten (10) days of the planned usage.

Buildings will not be available on days when schools are closed for calamity days or emergency closings unless special arrangements are made with the Business Manager or the Superintendent of Schools.

B. Class Description for Use of School Facilities

Class 1 Bexley City School District Programs

Class 2 Bexley City School District Related and/or Bexley City Recreational Organizations - groups organized specifically for the purpose of assisting with public schools such as, but not limited to:

Bexley Parent Support Organizations (e.g., P.T.O.s, etc.)

Bexley Music Boosters

Bexley Athletic Boosters

Bexley Park and Recreation activities

Bexley Scouting Groups or Similar Bexley Groups

City of Bexley

Columbus East Soccer Association (Must have 50% of participants as Bexley residents)

Class 3 Bexley City School District Related Proprietary Groups with 90% or More Bexley Resident Participation (e.g., Sports Camps, Tutoring Groups, etc.)

Class 4 Bexley Community Organizations- Groups organized specifically for the benefit of the Bexley community (e.g., Service Clubs, Church Groups, Capital University, Jewish Community Center, etc.)

Class 5 Bexley City School District Related Proprietary Groups with 50% or More Bexley Resident Participation (e.g., Sports Camps) or Bexley Resident for Private Use

Class 6 Non-School/Non Community Organizations and/or Proprietary Groups

C. Priority for Use of School Facilities:

Class 1 Bexley City School District Programs applications shall be given top priority over all other facility use. The cost of programs shall be assumed by the District unless otherwise indicated by the Building Principal, the Business Manager or the Superintendent of Schools. Class 1 advisors/supervisors are expected to check and lock buildings on weekends and after hour activities before they leave.

Class 2 Bexley City School District Related and/or Bexley City Recreational Organizations applications shall be given second priority for use of school facilities. All rules governing use of school facilities shall be followed. The need for a custodian to be present shall be determined by the Building Principal, the Business Manager or the Superintendent of Schools. If a maintenance/custodian is required, the estimated cost will be listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. When the kitchen is needed, the Food Service Director must be informed by the Principal or the Business Manager to avoid conflicts with the Food Service Program and to ensure the proper use of the equipment. A cook must be on duty whenever the kitchen facility is used. The estimated cost is listed on the attached rental fee sheet. The actual cost will be billed to the applicant. Class 2 advisors/supervisors are expected to check and lock buildings on weekends and after hour activities before they leave.

Class 3 Bexley City School District Related Proprietary Group with 90% or More Bexley Resident Participation applications shall follow the fee schedule on the attached rental fee sheet and take third priority. All rules governing use of the school facilities shall be followed. The need for maintenance/custodian or police to be present shall be determined by the Building Principal, the Business Manager or the Superintendent of Schools. Police payments are made to the Police Department by the applicant and must be verified to the District prior to the event. If maintenance/custodian is required, the estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. When the use of the kitchen is needed, the Food Service Director must be informed by the Principal or the Business Manager to avoid conflicts with the food service program and to ensure the proper use of the equipment. A cook must be on duty whenever the kitchen facility is used. The estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. Summer Sports Camps operated by Bexley contracted coaches will have the maximum of two (2) hours charged for full day use and a maximum of one (1) hour charge for half day usage.

Class 4 Bexley Community Organizations shall follow the fee schedule on the attached fee sheet and take fourth priority. All rules governing use of the school facilities shall be followed. The need for maintenance/custodian or police to be present shall be determined by the Building Principal, the Business Manager or the Superintendent of Schools. Police payments are made to the Police Department by the applicant and must be verified to the District prior to the event. If maintenance/custodian is required, the estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. When the use of the kitchen is needed, the Food Service Director must be informed by the Principal or the Business Manager to

avoid conflicts with the food service program and to ensure the proper use of the equipment. A cook must be on duty whenever the kitchen facility is used. The estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant.

Class 5 Bexley City School District Related Proprietary Groups with 50% or More Bexley Resident Participation or Bexley Resident for Private Use applications will follow the fee schedule on the attached rental fee sheet. All rules governing use of the school facilities shall be followed. The need for maintenance/custodian or police to be present shall be determined by the Building Principal, the Business Manager or the Superintendent of Schools. Police payments are made to the Police Department by the applicant and must be verified to the District prior to the event. If maintenance/custodian is required, the estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. When the use of the kitchen is needed, the Food Service Director must be informed by the Principal or the Business Manager to avoid conflicts with the food service program and to ensure the proper use of the equipment. A cook must be on duty whenever the kitchen facility is used. The estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. Summer Sports Camps operated by Bexley contracted coaches will have the maximum of two (2) hours charged for full day use and a maximum of one (1) hour charge for half day usage.

Class 6 Non-School/Non-Community Organizations and/or Proprietary Groups applications shall follow the fee schedule on the attached rental fee sheet. All rules governing use of the school facilities shall be followed. The need for maintenance/custodian or police to be present shall be determined by the Building Principal, the Business Manager or the Superintendent of Schools. Police payments are made to the Police Department by the applicant and must be verified to the District prior to the event. If maintenance/custodian is required, the estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant. When the use of the kitchen is needed, the Food Service Director must be informed by the Principal or the Business Manager to avoid conflicts with the food service program and to ensure the proper use of the equipment. A cook must be on duty whenever the kitchen facility is used. The estimated cost is listed on the attached rental fee sheet. The actual district cost will be billed to the applicant.

D. Regulations Governing Use of School Facilities

It is the responsibility of the applicant to assure that the participants and spectators adhere to the attached Regulations Governing Use of School Facilities.

BEXLEY CITY SCHOOL DISTRICT FACILITY RENTAL FEES

Rental Rates for School Facilities

Definition of Classification:

Class 1 - Bexley City School District Program

Class 2 - Bexley City School District Related and/or Bexley City Recreational Organizations

Class 3 - Bexley City School District Related Proprietary Groups with 90% or More Bexley Resident Participation

Class 4 - Bexley Community Organizations

Class 5 - School Related Proprietary Groups with 50% or More Bexley Resident Participation or Bexley Resident for Private Use

Class 6 - Non-School/Non-Community Organizations and/or Proprietary Groups

The maintenance/custodial/food service charges are listed below. Those renting our facilities will be charged the actual dollar amount incurred by the school district for these services.

Indoor Facilities Hourly Rates					
Facility	Class 1 & 2	Class 3	Class 4	Class 5	Class 6
Classroom	\$0.00	\$10.00	\$10.00	\$20.00	\$50.00
Library	\$0.00	\$20.00	\$20.00	\$30.00	\$70.00
Cafeteria/with Kitchen	\$0.00	\$10.00/\$25.00	\$20.00/\$50.00	\$30.00/\$50.00	\$70.00/\$100.00
Cafetorium at Montrose Cafetorium at Maryland	\$0.00	\$10.00	\$25.00	\$50.00	\$100.00
Theatre at Cassingham	\$0.00	\$20.00	\$40.00	\$75.00	\$150.00
Theatre at High School	\$0.00	\$25.00	\$50.00	\$150.00	\$200.00
Specialty Stage Lights and/or Sound					
High School Theatre	\$0.00	\$30.00	\$60.00	\$60.00	\$60.00
Cassingham Theatre	\$0.00	\$20.00	\$35.00	\$35.00	\$35.00
High School Gymnasium	\$0.00	\$20.00	\$50.00	\$75.00	\$200.00
Maryland Elementary or Middle School Gymnasium	\$0.00	\$15.00	\$30.00	\$50.00	\$150.00
Cassingham or Montrose Elementary Gymnasium	\$0.00	\$10.00	\$25.00	\$40.00	\$100.00
Outdoor Facilities Hourly Rate (If reserved)					
Facility	Class 1 & 2	Class 3	Class 4	Class 5	Class 6
High School Football Field*	\$0.00	\$10.00	\$50.00	\$100.00	\$250.00
High School Track *	\$0.00	\$5.00	\$10.00	\$20.00	\$75.00
High School Football Lights	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00
Tennis Courts	\$0.00	\$5.00 per court	\$5.00 per court	\$5.00 per court	\$15.00per court

* May not approve due to time of year and/or field condition.

Staff Rates:

Custodial/Maintenance:

\$35 per hour for each custodian - 2 hour minimum

Food Service

\$30 per hour for each food service person - 2 hour minimum

Theatre/Auditoriums

\$40 per hour - 2 hour minimum (sound person must be present)