

FACILITY RENTAL INFORMATION AND FEE SCHEDULE

Thank you for considering Princeton City School District for the site of your organizations activity. It is the desire of the Princeton Board of Education to make school facilities available for community use under the provision of the law, whenever such use does not interfere with school activities. Please take time to read the information below before signing the enclosed contracts.

Privilege of school building use shall be limited to organizations, groups or individuals within the school district, or to organizations or groups whose program is of direct value and interest to a significant segment of the district. It is the responsibility of the organization renting the facility to supervise all attendees at their event.

The application request must state clearly:

The purpose for which the building is desired; the hours involved; the rooms or parts of the building which are to be used; the names of the person or persons who will be in charge; and the number of people attending the event.

Such request should be made at least one month in advance. When such requested use is made by an organization or group within the school district, and is in accordance with these rules, the **building principal** may grant the use of the building, provided such use does not conflict with school activities.

Groups using the building regularly during the school year need make only one application *per purpose* for the year, but any conflict with school activities may cause a regularly scheduled night to be cancelled.

Equipment, school buses and district vehicles aren't available for use under this policy.

FACILITIES AVAILABLE FOR USE

Elementary buildings: Evendale, Glendale, Heritage Hill, Lincoln Heights, Sharonville, Springdale, Stewart, and Woodlawn. The ****Cafetorium, Community Room and Gymnasium, are the only available areas for use.**

Middle School: Café/Kitchen, Classrooms (Regular and Ensemble Rooms), Meeting Rooms, two Gymnasiums, Locker Rooms, Odin's Den (Library)

High School: Café/Kitchen, Classrooms (Regular and Ensemble Rooms), Meeting Rooms, one Gymnasium, Locker Rooms, The Grid (Library)

Viking Village (on high school/middle school campus): Arena seats 2500; for non-sporting events (with chairs on floor) seats 4500; Auditorium seats 1,000; café/kitchen: full café seats 1000; half café seats 500.

Viking Stadium/Baseball/Softball/Soccer Fields (All locations): Available for use pursuant to building rental guidelines and fee schedule. **Other playgrounds/playfields:** Community groups and organizations may use school playgrounds/playfields when such use does not interfere with school activities.

Princeton Administration Center: There are several professional development room/meeting rooms, PC computer lab, café and dining hall available on the administrative center campus. Mac environment.

Parking Lots: Parking lots at all facilities are available for use pursuant to building rental guidelines and fee schedule. No charge for parking lot when renting the facility. However, if you are charging for parking at your event there will be a flat fee required for use of the parking lot(s).

**Use of Pool: No group may use the pool unless a life guard(s) is/are present and meet the health department regulations.*

***Use of Café/Kitchen: "Anyone needing kitchen facilities must meet with the Food Service Director to determine their needs."*

Wireless Internet access is available at no cost.

School Classrooms/Community Rooms/Conference Rooms/Library/Wrestling Rooms: \$25 per hour/\$75 per day

Administration Center Professional Development Rooms: Viking Room \$300 full day/\$150 half day; Sharonville, Springdale, Evendale Rooms, \$200 day/\$100 half day; Glendale and Lincoln Heights Rooms, \$100 day/\$50 half day; Dining Hall/Gym \$25 hour, Viking Café, \$50.00 day/\$25 half day

Gymnasiums (MS/HS/Elementary Buildings): \$25per hour for each gymnasium or the cafetorium in the Elementary Schools)

Parking Lots Only: \$25 hour (no charge if renting facility). *However, if you are charging for parking at your event we require a flat rate of \$300 for use of the parking lot at 6-12 and Athletic Complex.

****Cafeteria (Including Kitchen):** Arrangements must be made with the Food Service Director; menu available upon request; **fee waived for rental of kitchen if ordering from Food Service Menu.** No food may be brought in to the facility. A minimum of 2 hours will be charged.

Staffing (as needed):

Fees billed in half hour increments unless indicated.

Custodial: \$40 for every hour requested. If additional custodial overtime is needed to have the building “student ready” for the next day of classes, additional hours will be assessed in whole hour blocks of time. (No assessments of fractional hour times on contracts.) A minimum of two hours will be charged.

Maintenance/Grounds Crew: \$45 for every hour requested. A minimum of two hours will be charged.

Building Monitor: \$20 per hour for time spent opening and closing the building and monitoring the activity/event. A minimum of two hours will be charged.

Security: \$50 per hour; Technology Personnel: \$50 per hour

Auditorium Manager: \$50 per hour

Food Service employee fee: \$30 for every hour requested. A minimum of two hours will be charged.

Pool supervisor fee: \$35 per hour; Lifeguard fee: \$15 per hour

INVOICING

Any charge for the use of school facilities will be in compliance with district policy established by the Board of Education. A deposit equal to 50% of the estimated cost may be charged at the time application is made. Certified checks or money order shall be made payable to the Princeton City School District.

Invoicing for facility usage will be forwarded to the person-in-charge. If additional fees are incurred, you will be billed--payment is due 30 days from receipt of the invoice. Failure to promptly remit your payment will jeopardize future use of any Princeton City School facility. Princeton will make every effort to collect all rental fees owed.

Please note: If the organization needs to cancel an available session, they must call the building representative at least 24 hours prior to the event. If a call is not received, the organization will forfeit their deposit and pay any charges incurred for food that was ordered.

In the event of inclement weather or if the district must cancel, it is the responsibility of the organization’s person in charge to watch the news for school and event closings. If you have any questions, please contact the Treasurer’s Office at 513-864-1045.

Payment must be made by certified check or money order payable to:

Attn: Treasurer’s Office – Facility Rental
Princeton City School District
3900 Cottingham Dr.
Cincinnati, OH 45241

PRINCETON CITY SCHOOLS RENTAL FEE SCHEDULE				
Area / Bldg	Area Requested	Seat Capacity	Rental Rate/Hr	
Theatre			Rates are by \$.20/seat	
High School	Auditorium (Show) 4-hr Min	1000	\$150/hour, \$1000/day	
High School	Auditorium (Rehearsal/Setup)	1000	\$150/hour, \$1000/day	
High School	Auditorium Dressing Rooms (3)	25/each	upon request	
Dining Rm / Viking Village				
High School	Cafeteria - Large	1000	\$140.00 hour/\$700 day	**
High School	Cafeteria - Small (1/2)	500	\$70.00 hour/\$350.00 day	**
High School	Viking Village Concession Booth		\$10.00/hour if own concessions	
Middle School	Cafeteria - Large	1000	\$140.00 hour/\$700 day	**
Middle School	Cafeteria - Small (1/2)	500	\$70.00 hour/\$350.00 day	**
Classroom				
All Buildings	Classroom - Regular & Ensemble Rms			+ HVAC
High School	Band Rm	100	\$25/hour, \$75/day	
Middle School	Band Rm	75	\$25/hour, \$75/day	
High School	Vocal Rm	100	\$25/hour, \$75/day	
Middle School	Vocal Rm	75	\$25/hour, \$75/day	
High School	Orchestra Rm	100	\$25/hour, \$75/day	
Middle School	Orchestra Rm	75	\$25/hour, \$75/day	
High School	Multipurpose Rm	50	\$25/hour, \$75/day	
Middle and High School	Jazz Room	35	\$25/hour, \$75/day	
Meeting Room				+ HVAC
High School	Viking Room	50	\$20/hour	
Middle School	Viking Room	50	\$20/hour	
Kitchen				
Middle and High School	Kitchen		\$100/hour	
Athletics Facilities - Indoor				
Arena	Arena & Lobby EVENT	2700	\$135/hour, \$1000/day	* +\$50/hour for scoreboard & mic
High School	Gymnasium Game	250	\$50/ game	*+\$25/hour for scoreboard & mic
High School	Gymnasium (Practice)	250	\$25/hour	
Middle School	Gymnasium Game	500	\$50/game	* +\$25/hour for scoreboard & mic
Middle School	Gymnasium (Practice)	500	\$25/hour	
Pool	Pool (Practice & Meets)	300	\$13/lane	* technology included
Athletics Facilities - Outdoor				
High School	Varsity Football Stadium	2500	\$100/hour, \$125/hour with lights	* +\$25/hour for scoreboard & mic
Middle School	Football Field		\$50/hour	
High School	Soccer Field		\$50/hour	
Middle School	Soccer Field		\$50/hour	
High School	Tennis Cts		\$10/hour per court	
High School	Softball Field		\$50/hour	
High School	Baseball Fields		\$75/hour, \$100/hr with lights	
Stadium	Locker Rooms		\$10/hour	

This chart does not include technical equipment or staff charges. This will be an additional cost to the event.

**Use of Café/Kitchen-"Anyone needing kitchen facilities must meet with the Food Service Director to determine their needs."

Note: High usage renters (minimum of 75 hours/year) will receive a 15% discount on the cost of their rental. Discount **does not** apply to staffing or technology costs.
Board Approved 021317

REGULATIONS FOR USE OF PRINCETON FACILITIES

Organizations using the school or its properties assume full responsibility in case of damage to property and/or district equipment and agree to pay any charges assessed.

THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS THE BOARD OF EDUCATION, THE ADMINISTRATION AND EMPLOYEES OF THE DISTRICT FROM ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, DAMAGES OR COSTS FOR, OR ARISING OUT OF THE USE AND OCCUPANCY OF THE FACILITIES PURSUANT TO THIS PERMIT.

ALL GROUPS USING PRINCETON FACILITIES SHALL BE REQUIRED TO FURNISH A CERTIFICATE OF INSURANCE NAMING THE PRINCETON CITY SCHOOL DISTRICT AS AN ADDITIONAL INSURED. THE AMOUNT SHOULD NOT BE LESS THAN ONE MILLION DOLLARS.

THE ORGANIZATION UNDERSTANDS THAT PRINCETON SCHOOL DISTRICT ACTIVITIES WILL TAKE PRECEDENCE OVER ALL OTHER ACTIVITIES. FACILITIES ARE NORMALLY AVAILABLE FOR USE SEPTEMBER 1 – MAY 31. EXCEPTIONS MAY APPLY FOR JUNE, JULY AND AUGUST.

All persons reserving a building or athletic field pledge their group to:

1. Leave the facilities in condition for regular school day use.
2. Enter no other part of the building other than the area(s) reserved.
3. Enter only the entrance and exits prescribed by the school.
4. Wear proper foot apparel while using the gymnasium.
5. No alcoholic beverages permitted in buildings or on grounds of the Princeton City Schools.
6. Smoking is not permitted in the buildings or on the grounds of the Princeton City Schools.
7. Refrain from such activities as will reflect upon the dignity of the school.
8. Charge no admission other than that agreed upon with school authorities.
9. Allow no unauthorized persons to use the building or athletic field.
10. Conduct your activity so as to not interfere with other groups in the building or on athletic fields.
11. All groups are expected to vacate the premises promptly on termination of activity.
12. High School groups use the designated parking lot.
13. Open flames **are not** allowed in our buildings. This includes a candle for a ceremony and/or candles for table centerpieces.
14. Nothing may be affixed to walls, doors or ceilings.

Any group may have their reservation canceled at any time if such reservation conflicts with school activities. In such case, any deposit made will be refunded.

A person must be designated as being “IN CHARGE” of any group using the building or athletic field. This person will be held responsible.

I have read, understand and agree with the above regulations.

Signature: _____
Person in Charge

Date: _____

Print name: _____

USE OF FACILITIES CONTRACT

Contract # _____

Date _____

Organization _____

Person in Charge _____

NAME	ADDRESS	CITY, ST, ZIP
------	---------	---------------

Phone # _____

HOME	BUSINESS	EMAIL ADDRESS
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Billing Address _____

NAME	ADDRESS	CITY, ST, ZIP
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Purpose for activity/event: _____

Number of people attending / participating: _____

Day(s) & Date(s) Requested: Beginning: _____ Ending: _____

Daily Weekly Monthly Quarterly

Time(s) To Be Used: Beginning: _____ Ending: _____

****Two-hour minimum:** must add half hour prior and subsequent to event time to open and close/secure building.

FACILITY TO BE USED:

ELEMENTARY: (Circle or check Building and Check Appropriate Area Requested)

Evendale__ Glendale__ Heritage Hill__ Lincoln Heights__ Sharonville__ Springdale__ Stewart__ Woodlawn__
 Cafetorium Gymnasium Community Room

Middle School: (Check Appropriate Area Requested)

Gymnasium Café/Kitchen Classroom/Reg. & Ensemble Meeting Room
 Odin's Den (Library) Wrestling Room Parking Lot (only) *Parking Lot (If Charging at Event)

High School: (Check Appropriate Area Requested)

Gymnasium Café/Kitchen Classroom/Reg. & Ensemble Meeting Room
 The Grid (Library) Parking Lot (only) *Parking Lot (If Charging at Event)

Viking Village: (Check Appropriate Area Requested)

Auditorium (check one): (No Charge*) (Plan A) (Plan B) (Plan C)
 Viking Village Concession Booth Natatorium Arena Wrestling Room

- The Sale of Concessions or Food Products is NOT allowed by outside/non-school groups without the district's permission. This may require a temporary permit from the Health Dept.
- Princeton City Schools is a PEPSI contracted school district; thus only PEPSI beverages may be Dispensed, Sold, or Sampled on the school campus.

Administration Center: Check Appropriate Area Requested

_____ Viking Room ___ Sharonville Room ___ Springdale Room ___ Evendale Room ___ Glendale Room
 _____ Lincoln Heights Room ___ Woodlawn Room _____ Dining Hall _____ Athletic Fields
 _____ Parking Lot

Viking Stadium/Baseball Fields/Softball Fields/Soccer Fields:

Locker Room(s) _____

Sport /Activity: _____

Venue needed: _____

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Office Use Only:

Utilities: Lights Required (Yes/No) _____

Air Conditioning/Heat _____

Princeton Personnel Required:

Custodian: _____ Food Service: _____ Maint/Grounds: _____

Bldg Monitor: _____ Security: _____ Aud Mgr: _____

Pool Supervisor: _____ Lifeguard: _____

Technology: _____ Other: _____

Parking Lot - If Group is Charging for Event _____ (Flat fee to be assessed \$300)

Estimated Budget:

Rental Fee: _____ Personnel Fee: _____

Total Fee: _____ Deposit: _____ (A deposit in the amount of one half of rental may be required)

Method of Payment:

Certified Check/Money Order/Cash/Purchase Order

USE OF FACILITIES CONTRACT

THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS THE BOARD OF EDUCATION, THE ADMINISTRATION AND EMPLOYEES OF THE DISTRICT FROM ALL LIABILITY, CLAIMS, DEMANDS, ACTIONS, DAMAGES OR COSTS FOR, OR ARISING OUT OF THE USE AND OCCUPANCY OF THE FACILITIES PURSUANT TO THIS PERMIT.

By signing this Use of Facilities Contract, I agree to the terms and conditions set forth herein.

Organization

Signature, Person in Charge

Print Organization Name

Print Name of Person in Charge

Principal/Director: _____

Date: _____

Director of Business & Operations: _____

Date: _____

Contract # _____

Authority to Approve Events

In most cases, permission for an event will be granted, however, Princeton City School District reserves the right to reject or deny a rental request being scheduled based on anticipated costs to be incurred by the district calendar conflicts, adverse public reaction...duty to protect the facilities, or any other reason deemed appropriate by the Superintendent or his/her designee.

DISTRIBUTION OF COMMUNICATIONS

Each organization is required to put on the bottom of their flyer or on any district website:

State and federal law requires that if the Princeton City School District permits the distribution of communications by an organization or class of organization, it must permit distribution of communications from all similar organizations and, except as permitted by law, may not refuse to distribute a communication on the basis of the content of the communication. However, the distribution of this document does not in any way adopt or promote the content of the communication as a position of the District nor does it indicate any association or affiliation with the above organization.

Matthews Auditorium Rates

*No Charge - In order to NOT be charged a rental fee you must qualify under Category A or Category B from the "CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES" page

Plan A – *Basic sound, 2 microphones, general white stage wash - \$150/hour, \$1,000/day*

Plan B – *Multiple microphones, mixing, 4 color lighting - \$200/hour, \$1,400.00/day*

Plan C – *Full stage production - \$225/hour, \$1575/day*

Ticket Charges

If tickets are sold, Princeton City Schools require a \$2 minimum fee (10% per ticket maximum) charge per ticket sold.

Production

****All production details must be arranged and settled with Matthews Auditorium manager.** If Matthews Auditorium cannot provide production services and manpower for the services, there will be an extra charge for production needs. This will be handled through Matthews Auditorium manager with an outside production company. Renter/Requester will be given a full list of costs before rental contract is signed.

CHARGES AND PRIORITIES FOR USE OF SCHOOL FACILITIES

A. Category 1: Student Groups

Princeton City Schools student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, school-sponsored clubs and organizations.

Category 1 will not be charged fees if the organization(s) are school-sponsored clubs/organizations. Fees will be charged for other student groups when there are meetings held at such times as to require school personnel to work extra time, all groups shall be responsible for the expenses incurred as a result of such meeting.

B. Category 2: Community Groups

Community groups are defined as governmental agencies and groups primarily comprised of District residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community groups will be assigned second priority of available space.

Category 2 will not be charged rental fees unless you are charging for your event . If held outside school hours, personnel (monitor, custodial, security, technology), fees will apply.

C. Category 3: Private, Nonprofit Groups

Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional or regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned third priority of available space.

Category 3 will be charged rental/personnel (monitor, custodial, security, technology) fees. Large areas such as Matthews Auditorium, and Elementary School gymnasiums are not available for long term rental for church services.

D. Category 4: Commercial Users

Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs will be considered. However, *when approval is granted, they will be a level four priority.

Category 4 will be charged rental/personnel (monitor, custodial, security, technology) fees.

Note:

Waivers may be granted upon approval by the Superintendent/designee for significant contributions (those that exceed the cost to rent the facility).

*For the purpose of external for profit groups (Category 4) and events that require a request for proposal:

Princeton City Schools reserves the right to quote pricing beyond what is identified on our rental fee schedule.

**ACKNOWLEDGMENT, RELEASE, WAIVER, AND
ASSUMPTION OF PERSONAL LIABILITY AGREEMENT**

I understand and acknowledge that the use of the Princeton City School District properties, including gymnasiums and athletic fields, is with the express written permission of the Princeton City School District. I acknowledge that the administration of the Princeton City School District has instructed me on the permissible and non-permissible uses of the athletic properties, and I and others under my custody, care, and control will abide by these uses. I have been advised that the use of the athletic properties may cause a serious risk of property damage, bodily injury, or death.

By signing this Agreement, I agree to properly use the Princeton City School District athletic properties. I understand that by violating, or allowing others under my custody, care, and control to violate the permissible uses of the athletic properties, I am personally assuming all risk of property damage, bodily injury, or death that may occur as a result of the use of the athletic properties in violation of the directives set forth in this document.

Furthermore, I voluntarily release and forever discharge and agree not to sue the Princeton City School District Board of Education, appointed officials, volunteers and its employees and agents from any and all liability, claims, demands, actions, or causes of action arising out of property damage, bodily injury, or death caused to myself or others as a result of the use of the athletic properties.

I further agree, promise, and covenant to defend, pay on behalf of, indemnify and hold harmless the Princeton City School District Board of Education, appointed officials, volunteers and its employees from all claims, demands, suits, losses, liability, damages, costs, or expense, including reasonable attorney's fees, incurred in connection with all claims for property damage, bodily injury, or death which may be caused by my use or others under my care, custody and control of the athletic properties.

By signing below, I am acknowledging that I have read and understand this entire agreement and that I agree to be bound by its terms.

Signature

Print Name

Dated: _____