

# Cardinal Local Schools



## Guidelines for Use of District Facilities

The intent of the Cardinal Local Schools is to make facilities available to the public when such use does not conflict with the instructional or school related activities of the schools.

The procedure and guidelines contained herein have been established to administer the usage of facilities for the benefit of all. Your responsibility as a member of the community is to respect and to help protect the facilities, and to enjoy them as citizens of this community.

We encourage all potential users of our facilities to read this document carefully to become familiar with the rules and regulations governing the use of the facilities.

## **Scheduling Requests**

As a community service, the Cardinal Local Schools offers certain facilities within the school district to be utilized by the residents of the Cardinal School District, community groups, and local organizations.

Individuals and groups interested in renting any facilities should go to the Cardinal Schools website and complete a facility request form. PLEASE NOTE: Submitting a request does not mean that permission to use the facilities has been granted. Once a request is submitted, it will either be approved or denied, and applicants will be notified via email accordingly.

The requirements of the regular school program will receive primary consideration in the use of athletic facilities. School-related organizations, such as athletic teams, band, flag line, cheerleaders, the Booster Club, Middlefield Recreation, etc., will have priority over non-school related organizations. Non-school related organizations include, but are not limited to: established organizations (for example, scouting groups, church groups not having their own facilities, and charity groups), and outside groups or organizations not sponsored by school district residents or the Board of Education.

School district facilities are not for rent to groups or organizations whose main purpose is to make a profit, or for individuals or private businesses conducting programs for profit except for employee in-service, training, or recreation.

## **Scheduling Athletic Facilities**

All scheduling requests for use of facilities will be requested through the Athletic Director. Scheduling conflicts for the use of the athletic facilities which may arise from requests from other groups will be handled and communicated via the Athletic Director.

Athletic facilities will be available to school activities and outside groups in the following order:

1. In-season sports
2. Non-Athletic Department school groups, including Middlefield Recreation
3. Out-of-season sports
4. Outside groups

All persons planning to use the facilities should schedule them in advance through the Facilities Direct program (located on the Cardinal Schools website) with subsequent approval by the Athletic Director.

## **Permit Responsibility**

The group or organization using the athletic facilities shall hold harmless the members of the Cardinal Board of Education and all school employees from any loss or damage over and above ordinary wear, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before any event occurs.

The person affixing his or her signature on the contract as the responsible representative of the renting group or organization assumes these risks in the name of the group or organization.

The signer assumes that he or she has read and understands all procedures and rules contained in this guide, and assumes all responsibility for their enforcement.

The renting organization, through their signer, guarantees the payment of all fees as listed on the contract and/or contained in this guide to Cardinal Local Schools.

## **Financial Charges**

The Cardinal Board of Education has established a fee schedule for the use of school facilities. Fees for the use of school facilities shall be in accordance with this fee schedule or as determined by the Athletic Director, Maintenance Director, Building Principals, and Superintendent.

Cardinal Schools reserves the right to request payment of estimated fees in advance. In all other cases, final payment will be made to Cardinal Schools within ten (10) business days after the invoice date.

Notice of cancellation must be received by five (5) calendar dates prior to the rental. A processing fee of twenty percent (20%), plus any costs incurred, will be assessed for a late notice.

In the event that payment is made by check and the check is returned for insufficient funds, closed account, or other similarly related circumstance by the respective financial institution, Cardinal Schools will make every reasonable effort to obtain indemnification.

The Athletic Director, in conjunction with the Maintenance Department, will periodically evaluate fees for the use of athletic facilities, and a fee schedule will subsequently be recommended through the Superintendent to the Board of Education. Charges for school personnel will be based on the appropriate rate of pay for persons in the respective job classification (for example, custodian) whenever extra pay for school employees is required as a result of the use.

Groups must request the use of school equipment (for example, scoreboards or PA system). Cardinal Local Schools reserves the right to deny such a request. Use of technical equipment may involve an additional fee.

In no case will those who have been granted permission to use school facilities assign, transfer, sublet, or charge a fee to others for the use of school property.

The Athletic Director or Building Principal shall have the authority to waive or reduce any fee for any community, village, or school-sponsored group or organization if there are appropriate circumstances which warrant such consideration.

**Please note: The purpose of schools is for curriculum and student programs/functions. School and District needs supercede *any* other use.**

**Please note: The discretion to open or not to open a school building for use in the event of bad weather or other emergency situations lies solely with school administrators.**

# Classification of User Groups

## SCHEDULE A

School-related groups will not be charged a rental fee, nor will they be charged a maintenance fee unless the facilities are scheduled for a time when they are normally closed.

Certain groups performing a community service to benefit Cardinal students may be classified as Schedule A at the discretion of the Athletic Director and/or appropriate Building Principal.

Those wishing to use the facilities under this provision may be asked to provide evidence of their non-profit status: 501c3 form.

Facility	Rental Fee	Maintenance Fee (if applicable)
<b>Athletic Facilities</b>		
HS Gym	No Fee	\$40/hour
HS Auxiliary Gym	No Fee	\$40/hour
Football Field	No Fee	\$40/hour
Baseball/Softball Field	No Fee	\$40/hour
MS Gym	No Fee	\$40/hour
CIS Gym	No Fee	\$40/hour
Jordak Gym	No Fee	\$40/hour
Cheese Booth/ Concession Stand	No Fee	\$40/hour
<b>High School</b>		
Multi-Purpose Room	No Fee	\$40/hour
MPR & Kitchen	No Fee	\$61/hour
Media Center	No Fee	\$40/hour
Band/Choir Room	No Fee	\$40/hour
Classroom	No Fee	\$40/hour

<b>Middle School</b>		
Cafetorium	No Fee	\$40/hour
Cafetorium & Kitchen	No Fee	\$61/hour
Media Center	No Fee	\$40/hour
Band/Choir Room	No Fee	\$40/hour
Classroom	No Fee	\$40/hour
<b>CIS</b>		
Classroom	No Fee	\$40/hour
<b>Jordak Elementary</b>		
Cafeteria	No Fee	\$40/hour
Cafeteria & Kitchen	No Fee	\$61/hour
Media Center	No Fee	\$40/hour
Classroom	No Fee	\$40/hour

### **SCHEDULE B**

Non-school/Non-profit groups and organizations will be charged according to Schedule B if they meet all of the following criteria:

1. The group or organization does not charge an admission or instructional fee of its members.
2. The group or organization is considered a non-profit organization and/or provides a non-profit service to the community or to the school. Those wishing to use the facilities under this provision must be able to provide evidence of their non-profit status: 501c3 form.
3. The majority of the people using the facility reside in the Cardinal Local School District.

Non-school groups will be charged a rental fee. They will be charged a maintenance fee if the facilities are scheduled for a time when they are normally closed, or if they require special custodial services (e.g., setting up tables, chairs, or equipment).

<b>Facility</b>	<b>Rental Fee</b>	<b>Maintenance Fee (if applicable)</b>
<b>Athletic Facilities</b>		
HS Gym	\$15/hour	\$40/hour
HS Auxiliary Gym	\$15/hour	\$40/hour
Football Field	\$50/hour	\$40/hour
Baseball/Softball Field	\$35/hour	\$40/hour
MS Gym	\$15/hour	\$40/hour
CIS Gym	\$10/hour	\$40/hour
Jordak Gym	\$10/hour	\$40/hour
Cheese Booth/ Concession Stand	\$10/hour	\$40/hour
<b>High School</b>		
Multi-Purpose Room	\$10/hour	\$40/hour
MPR & Kitchen	\$15/hour	\$61/hour
Media Center	\$10/hour	\$40/hour
Band/Choir Room	\$10/hour	\$40/hour
Classroom	\$10/hour	\$40/hour
<b>Middle School</b>		
Cafetorium	\$10/hour	\$40/hour
Cafetorium & Kitchen	\$15/hour	\$61/hour
Media Center	\$10/hour	\$40/hour
Band/Choir Room	\$10/hour	\$40/hour
Classroom	\$10/hour	\$40/hour
<b>CIS</b>		
Classroom	\$10/hour	\$40/hour

<b>Jordak Elementary</b>		
Cafeteria	\$10/hour	\$40/hour
Cafeteria & Kitchen	\$15/hour	\$61/hour
Media Center	\$10/hour	\$40/hour
Classroom	\$10/hour	\$40/hour

### SCHEDULE C

Groups and organizations other than school related on non-school/non-profit groups and organizations will be charged according to Schedule C. The rental fees in the table below apply during the normal custodian hours. Facility usage at all other times will also incur a maintenance fee.

Facility	Rental Fee	Maintenance Fee (if applicable)
<b>Athletic Facilities</b>		
HS Gym	\$86.25/hour	\$40/hour
HS Auxiliary Gym	\$85.25/hour	\$40/hour
Football Field	\$100/hour	\$40/hour
Baseball/Softball Field	\$86.25/hour	\$40/hour
MS Gym	\$86.25/hour	\$40/hour
CIS Gym	\$57.50/hour	\$40/hour
Jordak Gym	\$57.50/hour	\$40/hour
Cheese Booth/ Concession Stand	\$57.50/hour	\$40/hour
<b>High School</b>		
Multi-Purpose Room	\$57.50/hour	\$40/hour
MPR & Kitchen	\$72.50/hour	\$61/hour
Media Center	\$42.50/hour	\$40/hour



Band/Choir Room	\$42.50/hour	\$40/hour
Classroom	\$33.75/hour	\$40/hour
<b>Middle School</b>		
Cafetorium	\$57.50/hour	\$40/hour
Cafetorium & Kitchen	\$72.50/hour	\$61/hour
Media Center	\$42.50/hour	\$40/hour
Band/Choir Room	\$42.50/hour	\$40/hour
Classroom	\$33.75/hour	\$40/hour
<b>CIS</b>		
Classroom	\$33.75/hour	\$40/hour
<b>Jordak Elementary</b>		
Cafeteria	\$57.50/hour	\$40/hour
Cafeteria & Kitchen	\$72.50/hour	\$61/hour
Media Center	\$42.50/hour	\$40/hour
Classroom	\$33.75/hour	\$40/hour

### **OTHER GROUPS**

Requests for rental of large blocks or rooms or for extensive days use will not be charged according to the regular schedule for rental of school facilities. A special rate will be negotiated.

## **Building Responsibility**

The school building contact is the Athletic Director and/or Building Principal. If neither is on the premises, the school custodian is the contact for the building.

Although the custodian is a public employee and is there to assist and give direction, he or she is assigned to regular housekeeping duties, especially on weekdays. The custodian cannot be expected to service organizations that rent facilities apart from any agreed upon setups.

## **Safety & Liability**

Access to school facilities and school grounds shall be restricted to the specific areas as requested and/or allowed by agreement. Storage rooms, mechanical rooms, electrical panels, school offices, and other restricted areas are expressly off-limits. Supplies and equipment belonging to the school or its students may not be removed from the premises. Computer labs are not available for rent.

Requests that disrupt regular programs or threaten to damage school grounds will be denied.

Approved use of Cardinal Local Schools property is granted as a permit. The school is not liable for any claims, injuries, or lawsuits arising from use of District property. Renters are advised to obtain insurance for their own liability.

## **Public Conduct on School District Policy**

Members of the public are welcomed and encouraged to visit school grounds and facilities. However, in order to ensure a safe, orderly environment, all persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.

**If audience behavior is not appropriate, it is the responsibility of the person or group renting the facility to address all issues, concerns, and/or offending persons.**

## **Facility Use Rules & Conditions**

The following guideline should be followed when using school facilities: **Be sure there is NO ABUSE of school property and report damage or student injury to the Athletic Director and/or Building Principal immediately.**

The person in charge scheduling an activity is responsible for seeing that the following regulations are observed:

1. Permission to use the facility must be secured. Cardinal Schools reserves the right to reject or cancel any contracts or permits for any reason. No group which limits membership in or attendance at its activities on the basis of race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status shall be permitted to rent school facilities.
2. The rental and/or use of any school facility is granted on condition that if needed for school functions on any of the dates granted, the permit holder agrees to forego its use on such dates provided the permit holder is notified in advance.

3. A completed Facility Use Request must be completed at least two weeks prior to the date of the event. The person or group completing the request may be required to sign a hold harmless clause releasing the Board of Education from any liability during the rental.
4. All school activities must be supervised by a school employee. All outside groups must be supervised by the person listed on the facility use form. All groups must provide adequate adult supervision to adequately monitor the facilities used. Monitoring is to maintain order and prevent vandalism and destruction of school property.
5. The individual listed on the facility use form shall be responsible for not only the group using the facility and equipment, but also spectators and parents at the activity. The permit holder is responsible for providing adequate adult supervision. The facilities will not be made available until adequate adult supervision is present. Children, when not accompanied by parents or other adult supervisors, will not be permitted in the facilities.  
**Failure to properly supervise the activity may result in the building use permit being revoked.**
6. The permit holder agrees to abide by State laws, local laws, and Cardinal Board of Education policy in using the facilities, and to prohibit any unbecoming conduct within the facilities or on the grounds of the school. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities.
7. No drinking of intoxicating beverages or illegal use of drugs is permitted on school premises. Violators will have their permit revoked and will be subject to disciplinary action by local law enforcement officials.
8. Cardinal Schools is a tobacco-free campus. There will be no smoking in the buildings or on school grounds. Violators will have their permit revoked.
9. Participants and/or spectators are not allowed to leave the group and roam around the building or grounds.
10. Cardinal 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.
11. Return the facility used to the same condition that you found it before your activity. An additional fee may be charged for unless a custodian is scheduled for this responsibility.
  - a. All equipment must be put away after the activity is finished.
  - b. All trash should be picked up and thrown away after the event.
  - c. All lights should be turned off and all doors secured once the event is completed.
  - d. The individual listed on the facility use form may not leave the premises until all members of the group, spectators and parents have left the premises.
12. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, and normal cleanup. The custodian may loan no school equipment unless prior approval has been obtained from the Athletic Director or the

Building Principal in writing. The custodian shall enforce the rules and regulations of the Board, and/or shall report all infractions to the Athletic Director or Building Principal.

13. The individual and/or group using the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
14. Cardinal Schools may require the permit holder to carry liability insurance.

## **Cardinal Schools Gym Use Guidelines**

1. A sponsoring organization or group will indicate that they:
  - a. Intend to provide a program that will be for the community purpose.
  - b. Will guarantee orderly behavior.
  - c. Will underwrite any damages due to their use of the premises.
  - d. Will pay the established rates for the use of the gyms.
  - e. Will keep children contained in the designated facility.
2. Only gym shoes may be worn on the gym floor.
3. Only participants with adequate supervision shall be in the gym.
4. Locker room facilities shall be available for use upon request.
5. All Concession Stand activities must be arranged through the Cardinal Athletic Department.

**Please Note: Any Cardinal Schools athletic event will take precedence over any other use. If this occurs, groups will be notified as soon as possible.**

## **Cardinal Schools Field Use Guidelines**

**SPECIAL NOTE:** Protecting the integrity and viability of Cardinal athletic fields requires specialized resources, maintenance, and grounds-keeping skills. Because Cardinal Schools resources are limited, and because Cardinal athletic fields are fundamentally reserved for Cardinal School uses, allowing outside groups to access such facilities will be restricted and/or limited.

**All** field use must be approved prior to the date of use by the Cardinal Athletic Department. Unscheduled use will not be permitted under any circumstances. Any unapproved use of the field will result in denial of future use. You will receive an official permit that must be available to be checked during your use of the field.

If your schedule changes, you must receive approval from the athletic department before those changes are official.

#### Field Rules:

1. The field is not a playground – only competitors and coaches are allowed on the field.
2. No playing on wet fields (to prevent damage and a negative impact on school programs).
3. Clean up water bottles/cups after each use.
4. No animals are permitted on the field.
5. Driving of vehicles on the field or within the stadium is prohibited.
6. Climbing fences and/or backstops is prohibited.
7. Any misuse of the field will result in future use being denied to that specific group.
8. The organization or group is financially responsible for any damages incurred during their use.
9. Requests for scoreboard use must be made prior to the game. The sound system will not be available.
10. Locker room facilities shall be available for use upon request.
11. All Concession Stand activities must be arranged through the Cardinal Athletic Boosters.

**Please Note: Any Cardinal Schools athletic event will take precedence over any other use. If this occurs, groups will be notified as soon as possible.**

### **Other Guidelines for Baseball/Softball Field Use**

1. Absolutely NO pitching or hitting into the fence or backstop.
2. Do not walk on the infield when it is wet.
3. The Maintenance Department in cooperation with the Athletic Director will check the fields and decide if it will be playable.
4. Never attempt to remove standing water with a broom or squeegee. Please use a sponge to remove any standing water.
5. The infields will be groomed for practice or play each morning weather permitting. The infield will be lined for games.

#### **After game/practice:**

1. Remove and store bases, insert base receiver plugs that are provided.
2. Rake in any recesses that are created from play; pitchers mound, home plate/catchers area, at each base, etc.
3. Coaches assume the responsibility of maintaining the pitching area and the batters boxes.
4. Return tools to storage in an orderly fashion.
5. Team members will pickup all garbage in and around bleacher/seating/fence areas and sweep dugouts *daily*. *Please do not sweep dirt and debris under fence...pick it up and put it in the trash containers.*

6. Assure that storage is locked up and that the breakers to the scoreboard are turned off. Breakers are in the disconnect box located on the scoreboard post.