



WEST CLERMONT LOCAL SCHOOL DISTRICT

4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
(513) 943-5000
www.westcler.org

Randy Gebhardt- Asst. Superintendent
Chuck Lafata- Operations Director

*THE DISTRICT RESERVES THE RIGHT TO COLLECT
DOWN PAYMENT. CHECKS PAYABLE TO:
WEST CLERMONT BOARD OF EDUCATION- ATTN: TREASURER*

Final cost will be determined at the time of final invoicing.

Each user shall be charged at least one hour of personnel charge, in addition to the hours of the regular scheduled event. Final invoices will include additional fees accrued due to the cleaning of the facilities. West Clermont has final determination for Group classification.

It is understood that School District Activities have preference over outside activities in using the school buildings and facility requests are subject to cancellation if the requested facility is needed for a school activity. Further, it is understood the user is liable financially for damage to the facilities and for proper chaperonage. An approved application for facility use may not be sub leased.

You will be asked to indicate the Organization Group under which you believe you/your group applies.

DISTRICT FACILITIES ADMINISTRATIVE GUIDELINES

All those who use district facilities will follow all Administrative Guideline 7510 - Use of District Facilities

FEE FOR USE OF DISTRICT BUILDINGS/OTHER

All organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance and the cost of such additional staff services will be required. Minimum staffing charge is 2 hours and 1 additional hour will be added to all rentals to cover normal custodial, athletic maintenance and clean up duties.

Weight Room facilities are not authorized for facility rentals or use for personal training of individual groups.

Canceled events inside of two weeks are subject to be charged at 100%. The district reserves the right to revisit these charges due to unusual or uncontrollable circumstances.

Baseball, Softball Field(s), or Practice Field rental does not include any field preparation or equipment. The renting group is responsible for all clean up. Baseball and Softball fields are not available on certain days per maintenance schedules developed annually and high school fields are not available until after the high school season ends. Field Dry Bags are \$15.00 per bag, with a Labor cost of \$40.00 per hour for additional prep other than typical set up and tear down. Paint used for striping is an additional \$50.00 per five gallon pail.

Concession facilities may not always be available during certain times of year. All rules and regulations in the administrative guidelines in regards to the sale of concessions must be followed. The athletic booster organization has first right to sell concessions during any rental of athletic facilities.

Please make request for facilities at least 30 days prior to the event or meeting. Payments will need to be made within 14 days of invoice.



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FEE CATEGORIES (GROUPS)

For purposes of determining rates for usage of District Facilities, groups applying to use District Facilities will be classified into one of the following four groups:

Group 1 - School Support Organizations and Government Groups - examples may include:

- Local police, fire and rescue departments, when conducting staff training
- All branches of the military and veterans
- Township or officials' meeting of general importance.
- Clermont county Board of Elections using buildings as polling places
- District Sponsored Activities
- Organizations sanctioned by the Board whose exclusive purpose is to support the programs of the district (e.g., PTO, PTA, PTSO, Booster Clubs)
- Must have valid tax-exempt number and show proof of non-profit status

Group 2- In-District Community Groups Serving School Aged Children of the District - examples may include:

- Church Youth Groups
- Scouting Groups
- Groups that serve or support school aged children from the district.(non-profit)

Group 3- In-District Organizations, Commercial Businesses or Individuals - examples may include:

- Residents
- Civic Associations
- Charity Organizations
- Churches
- Youth Travel Teams
- Clermont County Businesses in district
- For profit organizations (In-District)

Group 4- Out-of-District Organizations, Businesses or Individuals- examples may include:

- Dance Studios out of district
- Businesses outside of district
- OHSAA
- For profit organizations (Out-of-District)



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Facility Usage Fees - Rentable Space

*All Cost Per Hour	School Support Organizations and Government Groups	In-District Community Groups Serving School Aged Children of the District	In-District Organizations, Commercial Businesses or Individuals	Out-of-District Organizations, Businesses or Individuals
Meeting Rooms	1	2	3	4
Classrooms - All Schools	N/C	\$25	\$50	\$75
Media Center/Libraries	N/C	\$50	\$75	\$100
Cafeteria Only Elementary - No Kitchen	N/C	\$50	\$75	\$100
Cafeteria Only MS/HS - No Kitchen	N/C	\$75	\$100	\$125
Community Room A (WCHS)	N/C	\$50	\$75	\$125
Community Room B (WCHS)	N/C	\$45	\$70	\$120
Performing Arts/Theater/ Stages	1	2	3	4
WCMS PAC and Ele. Stages	N/C	\$50	\$100	\$150
WCHS Theater	N/C	\$100	\$150	\$250
Stadium , Fields and Tracks	1	2	3	4
Practice Fields (elementary) Grass	N/C	\$30	\$100	\$125
Practice Fields (WCMS and WCHS) Grass	N/C	\$50	\$125	\$150
Practice Turf Field (WCHS)	N/C	\$75	\$150	\$200
Stadium/Track No Lights (WCMS)	N/C	\$75	\$150	\$250
Stadium/Track with Lights (WCMS)	N/C	\$100	\$200	\$350
Stadium/Track (WCHS)	By Contract Only			
Baseball and Softball Fields	1	2	3	4
Baseball/Softball Fields (Elementary)	N/C	\$25 per game	\$50 per game	\$75 per game
Baseball/Softball Fields (WCMS)	N/C	\$50 per game	\$75 per game	\$100 per game
Baseball/Softball Fields (WCHS)	By Contract Only			
Gymnasiums	1	2	3	4
Gym - Elementary	N/C	\$25	\$50	\$100
Gym - WCMS	N/C	\$50	\$75	\$150
Gym - WCHS Competition/Aux/Pool	By Contract Only			

“N/C” means there is no charge for the rental of this area, unless special needs result in additional costs.

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THERE WILL BE ADDITIONAL CHARGES FOR AFTER HOURS, HOLIDAYS AND/OR
 TOURNAMENTS/ SPECIAL EVENTS

Facility fees for athletic venues for tournaments/showcases/shootouts will be based on specific contracts.
 Please contact WCHS Athletic Department with questions regarding hosting a tournament.

Facility Usage Fees - Personnel

After 11:00 PM & Before 6:30 AM, Mon-Fri Custodian Fee	Add \$45.00/hr to each rental rate above
Monday - Friday - Custodial Fee for Groups 2-4	Add \$45.00/hr to each rental rate above
Saturday Custodian Fee	Add \$45.00/hr to each rental rate above
Sunday Custodial Fee	Add \$58.00/hr to each rental rate above
Legal and Board Paid Holiday Custodian Fee	Add \$75.00/hr to each rental rate above
Site Manager - Media Technician	Add \$50.00/hr to each rental rate above
Auditorium Stage Crew (per person)	Add \$20.00/hr to each rental rate above
Site Manager Stadium, Track, Baseball and Softball Fields	Add \$50.00/hr to each rental rate above
Site Manager Gymnasiums	Add \$50.00/hr to each rental rate above
Site Manager Meeting Rooms	Add \$25.00/hr to each rental rate above
Scoreboard Operator (Stadiums, baseball, softball field)	Add \$36.00 per game to each rental rate above
PA Announcer (Stadiums, baseball, softball field)	Add \$36.00 per game to each rental rate above
Athletic Trainer (if available)	Add \$50.00/hr to each rental rate above
Athletic Maintenance	Add \$50.00/hr to each rental rate above



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User Profile

Date: _____

Name of Organization: _____ Phone: _____

Billing Address: _____

Contact Name: _____ Phone: _____

Email Address: _____

Facility Usage Rentable Space requested _____

Date (s) of Rentable Space requested _____

Please indicate the Rental Rate Level under which you would like to apply

Group 1 _____ Group 2 _____ Group 3 _____ Group 4 _____

****Please attach a current Certificate of Liability . This must accompany this User Profile**

The district reserves the right to collect a down payment.

Checks made payable to: West Clermont Board of Education - ATT: Dan Romano Treasurer
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Hold Harmless Agreement (This section must be filled out by the Applicant)

_____ (Renter) agrees to indemnify the West Clermont Local School District Board of Education (the "Board"), its members, employees, and agents and to forever hold them harmless from and against all liabilities, claims, suits or judgements of every kind whatsoever, including attorney's fees and court costs, by or on behalf of any person, firm, or corporation, arising out of Renter's use of facility, including any acts or omissions of the Board, its members, employees, or agents, This indemnification shall be construed to apply to the fullest extent permissible by law. Renter shall be liable for reasonable attorney's fees and the cost of litigation associated with enforcement of the obligations set forth in this Agreement. Renter hereby represents and acknowledges that Renter fully understands the terms of this Agreement and their significances. Renter further acknowledges that Renter has been notified by West Clermont's Facilities Use Regulations and Guidelines are viewable on the District's website and agrees to abide by said Regulations and Guidelines.

Organization Rep. Signature: _____ Date: _____

Principal's Approval _____ Date: _____