



# WEST CLERMONT LOCAL SCHOOL DISTRICT

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

Lance Perry – Operations Director  
Michelle Clark – Administrative Assistant

## USER PROFILE

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate the Rental Rate Level under which you believe you/your group applies.**

**--Please see attached addendum--**

\_\_\_\_\_ **Group 1**      \_\_\_\_\_ **Group 2**      \_\_\_\_\_ **Group 3**

**THE DISTRICT RESERVES THE RIGHT TO COLLECT A 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 cancelation 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.**

**Copy of current Certificate of Liability must accompany this User Profile**

### **Hold Harmless Agreement (This section must be completed 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 expenses, liabilities, claims, suits or judgments 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 the 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 significance. Renter further acknowledges that Renter has been notified that the 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: \_\_\_\_\_

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## **DISTRICT FACILITIES ADDENDUM**

The following information contains a new structure for charging groups for the use of our facilities. These fees are significantly less than what they have been in the past and differentiate between school groups, non-profit organizations and for-profit organizations.

Rate information will be included in the Administrative Guideline 7510 - Use of District Facilities and will need to be approved by the Board before they can be enacted.

### **FEE FOR USE OF DISTRICT BUILDINGS**

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 as maybe required.

### **FEE CATERGORIES (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 three categories:

#### **Group 1- Government Groups and School Support Organizations**

- Local police, fire and rescue departments, when conducting staff training □ All branches of the military
- Township or officials' meeting of general importance when no fee is charged
- Clermont county Board of Elections using buildings as polling places
- District employee organizations
- Local universities
- Organizations sanctioned by the Board whose exclusive purpose is to support the programs of the District (e.g., PTO, PTA, PTSO, Booster Clubs, OHSSA, OMEA, etc.)

#### **Group 2- Community Groups serving school-age children of the District and Non-Profit Community Groups**

- Groups that serve or support school-age children from the District (e.g., scouts, church youth groups, youth athletic organizations, groups/individuals providing services to students (i.e., private music lessons, tutoring, athletic training, etc.))
- Organizations whose primary purpose is to serve the community, when a worthwhile educational, civic, or charitable purpose is served (e.g., churches, service clubs, theater groups, "select" athletic groups, AAU, CUP Soccer, Elite Soccer, Buckeye Soccer, etc.)

#### **Group 3- Commercial Groups**

- Organizations headquartered within the District and operated for private gain when a worthwhile educational, civic or charitable purpose will be served) e.g., school dance, karate school, camps/events not sponsored by the District/Booster/PTO/PTA/PTSO organizations, etc.)

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## FACILITY UTILIZATION FEES – COST PER HOUR

Rentable Space	Group 1		Group 2		Group 3	
	M-F	Sat-Sun	M-F	Sat-Sun	M-F	Sat-Sun
Classroom	N/C	\$5	\$10	\$10	\$20	\$20
Community Room A (HS)	N/C	\$10	\$20	\$20	\$30	\$30
Community Room B (HS)	N/C	\$5	\$10	\$10	\$20	\$20
Gym (Elem. and MS)	N/C	\$10	\$25	\$25	\$40	\$40
PAC (MS)/Theatre(HS)	N/C	\$50	\$75	\$75	\$100	\$100
Cafeteria (Elem. and MS)	N/C	\$10	\$20	\$20	\$40	\$40
Cafeteria (HS)	N/C	\$20	\$40	\$40	\$80	\$80
Kitchen (Elem. and MS)	N/C	\$10	\$20	\$20	\$40	\$40
Kitchen (HS)	N/C	\$30	\$60	\$60	\$100	\$100
Media Center	N/C	\$10	\$20	\$20	\$40	\$40
Practice Turf Field (HS)	N/C	\$25	\$50	\$50	\$75	\$75
Practice Field (MS)	N/C	\$10	\$15	\$15	\$25	\$25
Stadium/Track (MS)	N/C	\$40	\$50	\$50	\$80	\$80
Stadium/Track with Lights (MS)	N/C	\$60	\$70	\$70	\$100	\$100
Baseball/Softball Fields (MS)	N/C	\$25	\$40	\$40	\$75	\$75
Press Box /Scoreboard (MS)	N/C	\$10	\$15	\$15	\$25	\$25

## PERSONNEL FEES – COST PER HOUR

Personnel	Group 1		Group 2		Group 3	
	M-F	Sat/Sun	M-F	Sat/Sun	M-F	Sat/Sun
Media Technician	N/C	\$30	N/C	\$30	\$30	\$30
Student Worker	\$12	\$12	\$12	\$12	\$12	\$12
Custodian	N/C	\$40	N/C	\$40	\$40	\$40
Child Nutrition	\$30	\$30	\$30	\$30	\$30	\$30
Athletic Maintenance	N/C	\$40	N/C	\$40	\$40	\$40

**\*\* Minimum staffing charge is 3 hours**

One additional hour will be added to all rentals to cover normal custodial, athletic maintenance or child nutrition clean up duties.

- “N/C” means there is no charge for the rental of this area, unless special needs result in additional costs. □ “HS” refers to rental space that is specific to the High School.
- “MS” refers to rental space that is specific to the Middle School facilities.
- The High School Stadium may be available for facility rental on a case by case basis with fee and availability at the sole discretion of WCLSD.
- Weight Room facilities are not authorized for facility rentals or use for personal training of individual groups.

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Baseball and Softball Field rental does not include any field preparation or equipment. The renting group is responsible for all clean up. Ball 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. A minimum of 2 hours will be assigned for use of baseball and softball fields. 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.

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 organizations at each high school have first right to sell concessions during any rental of athletic facilities.

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