

NORWOOD BOARD OF EDUCATION
SUPERINTENDENT'S OFFICE
2132 Williams Avenue
Norwood, OH 45212

REQUEST FOR/USE OF FACILITIES

Name of Organization: _____

Address of Organization: _____

Street City State Zip

Telephone Number: _____ Date of Request: _____

Name of President: _____

Address: _____

Street City State Zip

Telephone: Day _____ Evening: _____

If contact person is different than the president please supply name, address, telephone numbers for contact:

Describe nature and purpose of your request to use the building: _____

Admission Charge to attend this event: Yes No If so, cost of admission: _____

Building & Part of Facility Requested (i.e. Gym, Classroom, Auditorium): _____

Date(s) Requested: _____ Number of Persons Expected: _____

Hour Building To Be Open: _____ Hour Your Group Will Finish: _____

Please allow for set up time and ample time to clean area and exit the building.

List any special requirements for your activity: _____

Please explain how your organization operates within the City of Norwood or how it involves citizens in its program or activities. Please be specific. _____

*

I/We the undersigned, wish to use the facilities indicated above at the time specified. We agree to meet all conditions set forth under the Board of Education Policy covering Use of School Facilities. All school facilities are tobacco and alcohol free. **I/We also agree not to sub-lease or rent the Norwood City School facilities without written permission from the Norwood City Schools.**

Date: _____ Signature _____

Do Not Write Below This Line

Level I _____ Level II _____ Level III _____ Request Approved: _____ Yes _____ No Rental Charge: _____

These charges are based upon information provided in this application. A final or adjusted billing will follow if unusual circumstances occur during your use of the facility. Payment of the rental fee must accompany this form upon receipt of approval of the use of the building. A copy of the approved request will be returned for your records and one to be used when making payment. Payment must be made to the Treasurer of the Board five (5) days before the meeting for which this application is filed. Make checks payable to the Norwood City Schools

Application must be received at Norwood City Schools Superintendent's Office 60 days prior to the event.

ADMINISTRATIVE GUIDELINES

FOR USE OF SCHOOL DISTRICT FACILITIES

LEVEL I

No direct charges for use will be made. However, charges may be made for special needs and requests which cause the district to incur additional expenses. Included in Level I are:

- School district groups. These activities directly support school programs and are sanctioned by the Board of Education and the facility administration.
- Parent groups, booster groups and other school affiliated groups that have non-profit status under the IRS definition and that donate their revenue in excess of expenses to the district. Included are after-school student meetings, clubs and activities.
- Political meetings to discuss questions and issues important to the general public.
- Other groups specifically approved by the Board of Education.

LEVEL II:

These groups may use district facilities when appropriate, when space is available and when the use is considered to be appropriate. Charges will be based on actual cost to the district for such items as custodial pay, utilities, security when required and general building upkeep. Consult the current year Fee Schedule when assigning fees.

- Members of the Norwood Community will be given consideration for use of facilities after Level I request have been processed based on available space and time. Members would include individuals, groups, organizations and performance groups who can prove they live or operate within the city of Norwood or how citizens of Norwood would benefit from the building usage. A minimum of two hours will be charged for the facility in association with the fee schedule. Additional time will be charged in one hour increments. Charges will be based on actual cost to the district for such items as custodial pay, utilities, security when required and general building upkeep.

LEVEL III

All groups or individuals not connected to the Norwood community will be charged for facility use based on space and time available as the last priority. These groups or individuals will not be approved until all of Level I and Level II have had reasonable opportunity to schedule their needs. Level III will be charged a flat fee based on the Fee Schedule plus personnel cost. A maximum of four hours will be reserved for the facility. Additional hours will be charged in one hour increments .

Note: Limited use of stadium facilities, High School gymnasium, and Middle School auditorium may be requested by Level III groups.

Kitchens: A regular food service employee must be in attendance when facilities are being used by Level II or Level III groups.

The Board reserves the right to assign any group to either Level I, II, or III.

FEE SCHEDULE

Location	Level I	Level II	Level III**
Classrooms	- 0 -	\$75.00 per hour	\$300 per room
Auditorium:			
Middle School	- 0 -	\$75.00 per hour	\$600
High School	- 0 -	\$75.00 per hour	\$350
Elementary	- 0 -	\$75.00 per hour	\$300
Gymnasium			
High School	- 0 -	\$75.00 per hour	\$600
Middle School	- 0 -	\$75.00 per hour	\$400
Elementary	- 0 -	\$75.00 per hour	\$300
Cafeteria/Kitchen	- 0 -	\$75.00 per hour	\$600
Library			
High School	- 0 -	\$75.00 per hour	\$350
Middle School	- 0 -	\$75.00 per hour	\$350
Elementary	- 0 -	\$75.00 per hour	\$300
Computer Lab	- 0 -	\$75.00 per hour	\$300

SHEA STADIUM

FEE SCHEDULE

	Game	Practice (per hour)
Football	\$2000	\$75.00
Lacrosse	\$1500	\$75.00
Soccer	\$500 Varsity Only \$750 Varsity & Jr. Varsity	\$75.00
Track (only)	\$500	\$75.00

All Game Fees are inclusive: lights, scoreboard, locker rooms, concourse area, seating area, parking, site manager, and cleanup.

Practice times are \$75.00 per hour. Additional cost per practice if any of the following are requested:

- Lights \$25.00
- Locker rooms \$50.00
- Scoreboard \$25.00
- Scorekeeper \$50.00
- Maintenance Worker - \$26.43 to \$29.60 per hour. Sunday is double time.

NORWOOD HIGH SCHOOL SWIMMING POOL

FEE SCHEDULE

Per hour \$75.00

Revised April 2007