



# *Facilities Rental*

**Renting your schools is a community service!**

**You will not get rich renting your facilities.**



# Let's get started

You will need to develop a rental policy.

You will need to decide a priority use list.

Will you charge a facility rental fee?

Who will determine who pays and who does not?

When will you allow rentals? Saturdays? Sundays? Holidays?



# Let's get started Cont.

When will you allow rentals? Saturdays? Sundays? Holidays?

Will you charge for custodial time?

You will need to develop a rental agreement. (Paper or Online)

You will need to have insurance limits set for those renting. (\$1 Mil. or \$2 Mil.)

Who will be approving the rental request?

Will you require them to have a safety plan?



# Creating a rental agreement

General Guidelines

Responsibilities

Rules and Regulations

Supervision  
Information

Insurance Requirements

Safety & Emergency

Cancellation Policy

Addendums

**Have your language reviewed by your district insurance agent and lawyer**

# Policy example

## COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the Board of Education that the school facilities and grounds of the district will be made available for the community use as permitted by state laws.

While the Board assumes responsibility for some educational and recreational programs for children of school age, it recognizes an obligation to all age groups of the school community. Therefore, residents of the Oconomowoc Area School District and responsible organizations involving Oconomowoc residents are permitted to use school district grounds and facilities for legal purposes when such use will not interfere with District purposes, needs or school-related functions.

All users will hold the District harmless for any injury to person and property resulting from the activities and will assume primary liability for any damage to property and for any expense incurred in consequence of any use of school grounds, buildings, facilities or equipment. In addition, community agencies, organizations or individuals using school facilities shall be subject to and will abide by the adopted guidelines and regulations governing use of these facilities.

# Priority use & fee policy example

No. 830-Exhibit  
Administrative Regulation  
Oconomowoc Area School District

## COMMUNITY USE OF SCHOOL FACILITIES

### OCONOMOWOC AREA SCHOOL DISTRICT HOURLY FACILITY RENTAL FEES

- Class 1 – District sponsored activities, affiliated clubs or groups, civic or governmental organizations, Oconomowoc City Recreation Department, YMCA youth activities, and non-profit youth organizations.
- Class 2 – Profit-making youth organizations.
- Class 3 – YMCA adult activities and other non-profit adult organizations.
- Class 4 – Profit-making adult organizations.

# Fee policy example

FACILITY	CLASS 1	CLASS 2	CLASS 3	CLASS 4
<b>ELEMENTARY SCHOOLS</b>				
Gym	N/C	15.00	30.00	60.00
MPR / Cafeteria	N/C	15.00	30.00	60.00
Athletic Fields	N/C	15.00	30.00	60.00
<b>INTERMEDIATE SCHOOLS</b>				
Gym	N/C	20.00	40.00	80.00
MPR / Cafeteria	N/C	20.00	40.00	80.00
Athletic Fields	N/C	15.00	30.00	60.00
<b>OCONOMOWOC HIGH SCHOOL</b>				
Upper Gym	N/C	25.00	50.00	100.00
Lower Gym (Field House)	N/C	25.00	75.00	100.00
Cafeteria / Gym Lobby	N/C	25.00	50.00	100.00
Athletic Fields (non-Varsity)*	N/C	15.00	30.00	60.00

**Approval: 12/12/2017**

\*Varsity stadiums/fields are available on a limited basis at the discretion of the District with approval by the Athletic Director and Buildings & Grounds Director.

Please be advised that if your reservation is approved and covers a time period during which a custodian is not normally on duty, you will be charged an additional amount to cover the cost of having a custodian on duty while your organization is using the Oconomowoc Area School District facilities. This additional amount will be provided to you at your request.

Custodians are on duty on days when school is in session. When school is not in session, custodians are generally on duty until 2:30pm. Hours available for rental reservations are as follows:



# Rental availability policy example

*(Hours must include set-up and tear down):*

<b>Elementary:</b>		
	Monday - Friday	6:30 a.m. – 7:30 p.m.
<b>Intermediate:</b>		
	Monday - Friday	6:30 a.m. – 10:00 p.m.
	Saturday	8:00 a.m. – 2:00 p.m.
<b>High School</b>		
	Monday - Friday	6:30 a.m. – 10:00 p.m.
	Saturday	8:00 a.m. – 8:00 p.m.
	Sunday	11:00 a.m.– 5:00 p.m.

*Extended hours may be available for special events with prior approval at the District's discretion to be considered on a case by case basis.*

Use of school facilities during the summer is limited to District events and Class I groups on a limited basis pending Buildings & Grounds scheduling with prior approval and at the District's discretion. All hours and days subject to change; other fees may apply.

***Cancellation:***

***The District reserves the right to cancel facility rentals in the event that facilities are needed for school purposes or due to inclement weather. The District will make every effort to provide as much advance notice as possible and to reschedule the rental to another agreed upon date/time.***

# When do you say NO!

Will you have blackout dates when your facility will be closed?

Will you allow groups to use the school without a custodian or school employee there.

How will they get access to your school? (Give them keys or time the doors)

Who can cancel an event? (Bad Weather, Pipe Break, No Power)

Who will do the billing?



# What services will you provide?

## Inside Facilities:

Who will do the set up?

Will you sweep the floor or will you allow them to sweep?

Who will scrub or wet mop the floor

How will you handle snow

How additional service be handled. Clogged toilet, something spilled on the floor, a sick person, power outage, ect?



# What services will you provide?

## Outside Facilities:

Will you allow them to cut the grass?

Will you allow them to drag the infield on a ball diamond?

Will you allow them to stripe a field?

Pickleball will you allow them to chalk or strip a court on your tennis courts?

Lights? Who will turn them on or off?



# The Rules

The do's and don't for renters.

What are your rules going to be?

Who will be enforcing the rules?

# Let's Talk SAFETY!!

Will you require them to have a safety plan?

How will they handle crowd control?

What is the capacity of the space they are renting?

How many people are expected at this event?

Will they have access to severe weather shelters in the building?

Who from the school district will be notified of a problem?

Who can cancel an event? (Bad weather, Power outage, boiler failure, pipe break)



# The Down Side of Facility Rentals

Employee Burnout!!!! No one can work every weekend.

Coverage for weekend employees.

Property Damage. (You show up on Monday to a surprise!)

Clean up after an event? Who is responsible and what happens when it is not cleaned up?

Accidents? Who will be notified if there is an accident or injury? Who will do the investigation?

# The Plus Side of Facility Rental

If done correctly you will make a little bit of money for your school district.

Your staff will have the opportunity to earn some extra money.

You will be getting the public into your schools so you can show them off.

You will be making the public happy that the schools are being used outside of school hours.



## *The Challenge!*

Now how do we rent our facilities,  
clean and secure them so that they are  
ready for school without any people to do  
the work???

***Questions ????????***