

CLASSIFICATIONS OF BUILDING USERS AND RENTAL FEES

The use of West Geauga Local School District facilities will be limited to organizations composed of West Geauga residents or headquartered in West Geauga and operated for the benefit of West Geauga residents. The priority for scheduling the use of buildings and grounds is based upon the five (5) separate groupings indicated below.

Group I – School Affiliated and Support Organizations

- A. P.T.O. Groups
- B. Boosters/Athletic & Music
- C. Student Organizations, Clubs, Groups
- D. Community Ed & Rec., etc.

No fee will be charged Group I organizations for the use of buildings, equipment, and grounds unless special services are required. The no-fee privilege is in effect during the normal work day only, when school personnel are on regular work schedules. The regulations for the use of kitchen facilities in cafeterias apply to all groups. Only those activities that have been officially sanctioned and approved by the Group I will be permitted on a no-fee basis.

A fee will be charged for all groups using school facilities on Saturdays, Sundays, and holidays to cover the prevailing overtime rate plus cleanup (time and one-half) for the employees on duty.

Arrangements for the use of school equipment for Group I organizations must be made through, and have the permission of, the school principal.

Group II – Organizations Operated on a Nonprofit Basis

- A. School Employee Groups
- B. Boy Scouts/Girl Scouts/Scout-Type Groups – Campfire, Bluebirds, etc.
- C. Homeowner Groups – sixty percent (60%) must be Chester or Russell Residents
- D. Political Groups
- E. Municipal Groups
- F. Library Groups
- G. Indian Guides
- H. Senior Citizens Groups

Meeting room facilities are provided for Group II organizations at no charge. Request by these groups for additional facilities for recreation, picnics, or activities requiring cafeteria and kitchen use or area wide meetings, etc., will be charged under the Group II fee schedule. The regulations for use of kitchen facilities in cafeterias are in effect for all groups. Other special services required will be charged at the prevailing employee hourly rate.

A fee will be charged for all groups using school facilities on Saturdays, Sundays, and holidays to cover the prevailing overtime rate (time and one-half) for the employee on duty plus rental fee if applicable.

School equipment is not made available for Group II organizations except for P.A. systems.

Permission for the use of P.A. systems must be obtained from the school principal.

Group III – Nonschool related Community Groups

- A. Religious
- B. Civic Groups
- C. Cultural Groups
- D. Adult Neighborhood Groups
- E. Charitable
- F. Fine Arts Association
- G. Service Clubs
- H. Theater Groups
- I. Other community organizations not operating for profit and dedicated to community interest and youth advancement

Group III organizations are charged a rental fee based on the approximate cost of maintaining the facility (i.e., light, heat maintenance, toilet facilities, and cleaning).

All fees are based on a three (3) hour period. Additional time beyond three (3) hours will be charged on an hourly basis as indicated on the fee schedule. When auxiliary rooms are requested in conjunction with the rental of an auditorium, cafeteria, or gymnasium, the auxiliary rooms will be charged at one-half (1/2) rate. (Gymnasiums, auditoriums, and cafeterias are not to be considered auxiliary rooms.) The regulations for the use of kitchen facilities in cafeterias are in effect for all groups. Other special services required will be charged at the prevailing employee hourly rate.

A fee will be charged for Group III organizations using school facilities on Saturdays, Sundays, and holidays to cover the prevailing overtime rate (time and one-half) for the employees on duty plus the facility fee.

School equipment is not made available for Group III organizations except for P.A. systems. Permission for the use of P.A. systems must be obtained from the school principal.

Group IV – For Profit Groups

- A. Business
- B. Industry
- C. Professional Groups
- D. Union Meetings

- E. Dance Recitals
- F. Others

The Group IV fee schedule is set up to cover those groups or companies within the community organized for profit, including management or employee groups of these companies. "Within the community" refers to a business that has an office for a business within the Townships of Russell and Chester, and employing seven (7) or more people.

A Company located outside the city but with a sales representative maintaining an office in Russell and Chester is not considered "within the community" under the Group IV classification and as such, does not qualify for rental privileges.

Professional Groups refers to professions such as lawyers, doctors, realtors, salesmen, engineers, etc., meeting for the advancement or in the interest of their particular profession.

All fees are based on a three (3) hour period. Additional time beyond three (3) hours will be charged on an hourly basis as indicated on the fee schedule. When auxiliary rooms are requested on conjunction with the rental of an auditorium, cafeteria, or gymnasium, the auxiliary rooms will be charged at one-half (1/2) rate. (Gymnasiums, auditoriums, and cafeterias are not to be considered auxiliary rooms.) The regulations for the use of kitchen facilities in cafeterias are in effect for all groups. Other special services required will be charged at the prevailing employee hourly rate.

A fee will be charged for all groups using school facilities on Saturdays, Sundays, and holidays to cover the prevailing overtime rate (time and one-half) for the employees on duty plus the facility fee.

School facilities may not be used for conducting a business or raising money.

School equipment is not for rent to Group IV organizations through the school principal. Rental arrangements may be made through the Office of Business Affairs and Human Resources for P.A. systems, movie projectors, etc, along with a qualified operator.

Group V

Groups receiving special permission from the Board of Education that are West Geauga groups covered under categories I through IV, will pay fees set by the Superintendent's Office commensurate with the activity.

COMMUNITY WIDE FUNCTIONS

The West Geauga Local Schools Board of Education reserves the right to furnish facilities and set appropriate fees for special programs or events that are provided for total community participation and enjoyment. (Cultural Fair, Fourth of July Program, etc.)

Fees for such activities will be set in direct proportion with admission charges plus the cost of Board of Education personnel required to be on duty during the program and cleanup.

The Board of Education directs the Superintendent to establish a rental fee schedule each year for all facilities. This rental fee schedule will include charges for individual facilities and additional costs associated with labor and other services.

