

**North Royalton City Schools
Board of Education
6579 Royalton Road
North Royalton, Ohio 44133**

Regulations for Use of School Buildings & School Facilities

(These regulations are to be retained by the applicant)

1. Applications for the use of a school building or school facilities can be found at www.northroyaltonsd.org under the “For Community” tab. Applications must be submitted to the facility use manager at facilityuse@northroyaltonsd.org at least two weeks prior to the date of desired use.
2. All facilities are expected to receive proper treatment and left in the same condition as found. An additional fee will be assessed if facilities are misused or need additional cleaning.
3. Custodians will give reasonable assistance but may not be expected to assist to the detriment of their regular planned work.
4. The responsible adult representative(s) of the using organization will be present at all times; and upon the close of the activity, will inform the custodian that their entire group has vacated the premises.
5. Fire and safety regulations will be strictly enforced. Consult the custodian if clarification is needed.
6. No school property is to be removed from the building.
7. When school cafeterias and kitchens are used, the cafeteria manager or other designated school employee must be present and have general supervision of school equipment. The fee for this service must be paid by the organization using kitchen facilities according to established rates. Arrangements for the use of cafeterias must be made with the Facility Manager. If the organization requires access/use of the kitchen coolers, freezer, or oven/heating elements, a cafeteria worker must be requested. If any food is to be prepared, the applicant must secure a temporary food license. The Facility Manager will provide the applicant with details for obtaining a license through the Cuyahoga County Health Department. This license must be present on the day(s) of the rental day(s).

8. The permit holder agrees to save and hold harmless the North Royalton City School District and agrees to assume responsibility for all liabilities arising incidental to the occupancy or building use, it being understood and agreed that the public schools assume no obligation respecting the use of such premises. The permit holder shall have a comprehensive liability policy with limits of \$1,000,000 or higher per occurrence with the Board named as co-insured.
9. The permit holder shall assume responsibility for securing police protection when it is deemed by the facility manager that such police attendance is necessary.
10. In the event that schools are closed due to emergency causes (e.g., snow), an effort will be made to inform the permit holder; however, it shall be assumed that the permit holder is aware that ALL SCHOOL AND PERMIT ACTIVITIES ARE CANCELLED. Such closings are broadcast through local media. All school activities have priority for use of school facilities. If cancellation of a non-school activity is necessary, every effort will be made to make other arrangements for the permit holder. Deposits and reprocessing fees are recoverable if the school district causes cancellation. Should the facility applicant have the need to cancel a scheduled event, the facility manager must have 24-hour notice otherwise the applicant will be charged, at minimum, a two-hour custodial fee plus any additional charges incurred related to the scheduled event. The phone number for **cancellation purposes only** is 440-582-7807.
11. The permit holder is only granted access to the facilities and equipment as stated in the building permit. No student technicians, school employees, or their designees may be solicited for providing additional rooms or equipment.
12. The building custodian shall enforce the rules and regulations set forth herein and shall report all discrepancies to the Facility Manager of the School District.
13. Gambling and the use of alcoholic beverages are prohibited in school buildings and on school grounds. Smoking is prohibited in all school buildings and on all school grounds. No fire, candles, etc. shall be in use by any permit holder.
14. The Board of Education or its representatives must have free access to all rooms at all times.
15. Full payment of the building rental fee, the personnel fee, and any other charges shall be made within thirty (30) days from the date of the building rental invoice or rental dates(s). Additional charges will be assessed for damage or additional time beyond the originally contracted hours.
16. Our facilities are offered to all regardless of race, color, religion, sex, national origin, age, or handicap.