

REVERE LOCAL SCHOOLS – BUILDING USE

Use of Revere Local Schools Facilities

The Revere Local School District welcomes the involvement of groups who have an educational, recreational, business and social interest within the community. We will make our facilities available to these groups or organizations with the understanding that the operations of the school programs are our first priority.

Facilities will be made available to any responsible Revere School District group or organization, based on the order of the request and the facility that is requested. School functions, in season sports and related activities will be given first priority.

The facilities may be made available to groups from outside the Revere School District at the discretion of the Board or its Designee.

A Certificate of Insurance will be required of the lessee. Any damages arising during the use of the facilities will be the responsibility of the lessee. *Custodial fees may apply if your use is after normal hours.*

Building Use- Rental Procedures

In order to plan effectively for the maintenance and use of facilities, requests should be submitted to the appropriate program administrator within the following timelines:

- ~ Fall rentals (Aug.-Oct.) after June 1st
- ~ Winter rentals (Nov.-Feb.) after Oct. 1st
- ~ Spring/Summer rentals (Mar.-July) after Jan. 1st
 - Complete a building use form which may be obtained from the Administration Building (3496 Everett Rd) or online at www.revere.k12.oh.us.
 - Complete the rental form and submit to the Administration Building – your Certificate of Insurance MUST be turned in with the building use form.
 - If your request is approved, you will receive the Rental Agreement by mail and any pertinent information pertaining to your rentals (rental fees, etc.). Please allow time for the paperwork to be processed at the building level and then on to the Central Office. This all does take several days so please allow ample time for scheduling.
 - The lessee may cancel the agreement, without obligations, up until one week prior to the event. At that time the lessee becomes obligated, as the representative of the organization, to all conditions set forth in the agreement.

Classifications of Building Users

The use of Revere Local School District facilities may be limited to organizations composed of Revere residents based in the community and operated for the benefit of Revere residents. Organizations based outside of the Revere community are subject to a 25% surcharge in addition to standard fees. Priority will be given to community based groups before outside organizations are considered.

Group 1

School affiliated and support organizations (Revere Youth Sports, Band Boosters, all other sports booster organizations, BOE recognized booster or parent groups), student focused organizations operated on a non-profit basis (Boy/Girl Scouts, youth sports, park and recreation programs, governmental agencies), camps and clinics for grades K-6 when sponsored by Revere coaches. **There is no charge for facility rental support services, excluding food service. However, support services may be charged if the facility use is outside normal working hours. Fees for school associated personnel providing instructional services will be based on classroom rental rates as a flat fee. This flat fee will be \$60.00 for three (3) months.**

Group 2

Youth athletic travel/select teams which require try-outs or some selection process. Teams must be composed of a majority of Revere students and must be run by a Group 1 organization (rosters will be required for verification), any athletic camps/clinics for grades 7-12 which are run or operated by a Revere coach. **Groups who qualify for this may be charged when facility use is outside normal working hours.**

Group 3

Non school related community service organizations, charitable groups and the OHSAA. Proof of non-profit status may be required. **Group 3 rental and support service charges apply if applicable.**

Group 4

Any person(s) not defined above, who charge fees/admission, sell merchandise/products, or solicit donations for the purpose of making a personal profit. Any athletic team that does not meet the definitions of Group 1 or Group 2, or any organization or business classified as “for-profit”. **Group 4 rental and support service charges apply.**

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REV 8/20/08