

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

- All in-school activities for students are determined by each building. In-school activities take precedence over outside group activities.
- ALL groups will need to create an account and complete the Facility Usage Application form by visiting [Master Library Scheduling](#).
- If you need assistance, please contact the corresponding Facility Coordinator listed below:

| <b>Facility</b>                 | <b>Coordinator</b> | <b>Email</b>   |
|---------------------------------|--------------------|--|
| HS Athletic Related Spaces      | Mark Harden        | <a href="mailto:hardenm@sycamoreschools.org">hardenm@sycamoreschools.org</a>         |
| HS Academic Spaces              | Carol Wolkoff      | <a href="mailto:wolkoffc@sycamoreschools.org">wolkoffc@sycamoreschools.org</a>       |
| HS Theater                      | John Whapham       | <a href="mailto:whaphamj@sycamoreschools.org">whaphamj@sycamoreschools.org</a>       |
| Jr. High Athletic Fields & Gyms | Marc Stern         | <a href="mailto:sternm@sycamoreschools.org">sternm@sycamoreschools.org</a>           |
| Jr. High Academic Spaces        | Rachel Namaky      | <a href="mailto:namakyr@sycamoreschools.org">namakyr@sycamoreschools.org</a>         |
| E.H. Greene Intermediate        | Deanna McKeown     | <a href="mailto:mckeownd@sycamoreschool.org">mckeownd@sycamoreschool.org</a>         |
| Blue Ash Elementary             | Jen Jansen-Rizzo   | <a href="mailto:jansonj@sycamoreschools.org">jansonj@sycamoreschools.org</a>         |
| Maple Dale Elementary           | Heather Voellmecke | <a href="mailto:voellmeckeh@sycamoreschools.org">voellmeckeh@sycamoreschools.org</a> |
| Montgomery Elementary           | Teresa Hagedorn    | <a href="mailto:hagedornt@sycamoreschools.org">hagedornt@sycamoreschools.org</a>     |
| Symmes Elementary               | Heather Shults     | <a href="mailto:shultsh@sycamoreschools.org">shultsh@sycamoreschools.org</a>         |

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

All groups who wish to use a Sycamore Community School facility will fall into one of three groups\*:

### **Group 1 - Government Groups and School Support Organizations**

- Local police, fire and rescue departments, when conducting staff training. All branches of the military.
- Township or officials' meetings of general importance when no fee is charged.
- Hamilton County Board of Elections using buildings as polling places.
- District employee organizations.
- Local universities
- Organizations sanctioned by the Board whose exclusive purpose is to support the programs of the District (i.e., PTO, PTSO, Booster Clubs, OHSAA, OMEA, etc.)

### **Group 2 - Community Groups serving school-age children of the District and Non-Profit Community Groups**

- Groups that serve or support school-age children from the District (i.e., scouts, church youth groups, youth athletic organizations, groups/individuals providing services to students (i.e., private lessons).
- Organizations whose primary purpose is to serve the community, when a worthwhile educational, civic, or charitable purpose is served (i.e., churches, service clubs, theater groups, "select" athletic groups, AAU, Sycamore Premier Soccer, Sycamore Athletic Club, Sycamore Youth Football & Cheer, etc.)

### **Group 3 - Outside & Commercial Groups**

- Organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served (i.e., tournaments, camps/events not sponsored by the District/Booster/PTO/PTA/PTSO organizations, etc.)

***\*Final Group Categorization will be determined by the Facility Coordinator***

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

### **PROCEDURES**

- ALL groups will need to create an account and complete the Facility Usage Application form by visiting [Master Library Scheduling](#)
- As part of the application process, the group will be required to upload a copy of their certificate of liability insurance in an amount no less than \$1,000,000. The certificate of liability insurance must name “Sycamore Community Schools” as additionally insured. For repeat group usage (i.e. youth groups, basketball practices/games) one certificate per year is sufficient.
- Approval/Denial of the space will be communicated via email through the Master Library System to the group contact.
- The renting group agrees to assume responsibility not to exceed the maximum occupancy limit as posted by the Fire Department. Maximum Occupancy per site can also be found in the Master Library application system..
- Following the event, an administrator of the facility used should notify the Business Office if additional fees have been incurred. The Business Office will then invoice the group for any applicable fees.
- Fees must be paid within 30 days of billing.
- The signature of the organization contact person on the Facility Usage Application serves to indicate the renting group's understanding of the above guidelines and of the fees to be assessed. The signature further indicates that the renting group and activity sponsor will abide by the established guidelines and fees.
- The user and/or activity sponsor may be responsible for damages to the facilities in excess of normal wear and tear.
- Initial Indoor Gym space and outdoor Field space schedules will be determined by the Athletic Department.

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

### **USAGE FEES**

| <b>SYCAMORE HS</b>              | <b>GROUP I</b> | <b>GROUP II</b> | <b>GROUP III</b> |
|---------------------------------|----------------|-----------------|------------------|
| New Stadium                     | \$50/Hour      | \$100/Hour      | \$250/Hour       |
| Soccer/Lacrosse/Track Stadium   | \$50/Hour      | \$100/Hour      | \$225/Hour       |
| Main Gymnasium                  | \$25/Hour      | \$75/Hour       | \$150/Hour       |
| Auxiliary Gym                   | \$10/Hour      | \$50/Hour       | \$75/Hour        |
| Gregory Center Gyms             | \$10/Hour      | \$50/Hour       | \$75/Hour        |
| Varsity Baseball/Softball Field | \$25/Hour      | \$50/Hour       | \$100/Hour       |
| Natatorium                      | \$75/Hour      | \$100/Hour      | \$150/Hour       |
| Theater                         | \$50/Hour      | \$100/Hour      | \$200/Hour       |
| Synnovation Lab                 | \$50/Hour      | \$75/Hour       | \$150/Hour       |
| Media Center                    | \$25/Hour      | \$50/Hour       | \$100/Hour       |
| Commons/Kitchen                 | \$25/Hour      | \$50/Hour       | \$100/Hour       |
| Classrooms                      | \$10/Hour      | \$25/Hour       | \$50/Hour        |
| Tennis Courts                   | \$10/Hour      | \$50/Hour       | \$75/Hour        |

### **SYCAMORE JUNIOR HIGH**

|                   |           |            |            |
|-------------------|-----------|------------|------------|
| Jr. High Stadium  | \$50/Hour | \$100/Hour | \$200/Hour |
| Theater           | \$50/Hour | \$100/Hour | \$200/Hour |
| Gymnasium         | \$10/Hour | \$50/Hour  | \$75/Hour  |
| Classrooms        | \$10/Hour | \$25/Hour  | \$50/Hour  |
| Media Center      | \$25/Hour | \$50/Hour  | \$100/Hour |
| Cafeteria/Kitchen | \$25/Hour | \$50/Hour  | \$100/Hour |

### **EDWIN H. GREENE INTERMEDIATE**

|                   |           |            |            |
|-------------------|-----------|------------|------------|
| Gymnasium 1       | \$10/Hour | \$50/Hour  | \$75/Hour  |
| Gymnasium 2       | \$10/Hour | \$50/Hour  | \$75/Hour  |
| Classrooms        | \$10/Hour | \$25/Hour  | \$50/Hour  |
| Cafeteria/Kitchen | \$25/Hour | \$50/Hour  | \$100/Hour |
| Fields            | \$50/Hour | \$100/Hour | \$200/Hour |

### **ELEMENTARY SCHOOLS**

|                             |           |           |            |
|-----------------------------|-----------|-----------|------------|
| Cafeteria/Kitchen           | \$25/Hour | \$50/Hour | \$100/Hour |
| Multipurpose Room/Gymnasium | \$10/Hour | \$50/Hour | \$75/Hour  |
| Classrooms                  | \$10/Hour | \$25/Hour | \$50/Hour  |
| Fields                      |           | \$50/Hour | \$75/Hour  |

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

### **PERSONNEL FEES (Per Person)**

|                |             |   |
|----------------|-------------|---|
| Ath. Site Mgr. | \$55/Hour - | When deemed necessary by the school                                   |
| Custodial      | \$45/Hour - | Mon.-Sat. - When an event is scheduled after normal hours             |
|                | \$55/Hour - | Sundays & Holidays  |
| Kitchen        | \$30/Hour - | When an event is scheduled using District Kitchen facilities          |
| Security       | \$75/Hour - | Required when the expected attend. is 100 people or more. 2 hour min. |
| Theater Tech.  | \$20/Hour - | When an event is scheduled at a District Theater.                     |
| Theater Mgr.   | \$55/Hour - | When an event is scheduled at a Dist.Theater & is req. by the school  |
| Natat. Spvr    | \$45/Hour - | When designated by the school/facility                                |
| Technology     | \$55/Hour - | Pre-Event Set up or Onsite Technician (after hours/weekend)           |
|                | \$38/Hour - | During school hours   |

**\*\*Advance deposits may be charged at the discretion of the District**

## **SYCAMORE COMMUNITY SCHOOLS FACILITY USAGE GUIDELINES**

### **SYCAMORE HS**

|                                 | <b><u>CAPACITY</u></b>                   |
|---------------------------------|--|
| New Stadium                     | 3000                                     |
| Soccer/Lacrosse/Track Stadium   | 1200                                     |
| Main Gymnasium                  | 1700, 2000 w/o bleachers                 |
| Auxiliary Gym                   | 300                                      |
| Gregory Center Gyms             | 300                                      |
| Varsity Baseball/Softball Field |  |
| Natatorium                      |  |
| Theater                         | 629                                      |
| Synnovation Lab                 | 400 w/risers+folding chairs,200+ student |
| Media Center                    | TBD                                      |
| Commons/Kitchen                 | 500                                      |
| Classrooms                      |  |

### **SYCAMORE JUNIOR HIGH**

|                   |   |
|-------------------|---|
| Jr. High Stadium  | 500                                     |
| Theater           |   |
| Gymnasium         | 433-2160 based on set up, tables/chairs |
| Classrooms        | 30-35                                   |
| Media Center      |   |
| Cafeteria/Kitchen | 282 (Cafeteria)                         |

### **EDWIN H. GREENE INTERMEDIATE**

|                   |                |
|-------------------|----------------|
| Gymnasium 1       | 600            |
| Gymnasium 2       | 580            |
| Classrooms        | 34             |
| Cafeteria/Kitchen | 560 w/o tables |

### **ELEMENTARY SCHOOLS**

|                             |                        |
|-----------------------------|------------------------|
| Cafeteria/Kitchen           | 371-431 based on bldg. |
| Multipurpose Room/Gymnasium | 400-875 based on bldg. |
| Classrooms                  | 35-42 based on bldg.   |