



Trotwood-Madison City Schools

USE OF SCHOOL DISTRICT PREMISES

The Trotwood-Madison City School District provides premises use to a variety of organizations inside and outside of the school district. Premises and personnel fees vary dependent on the organization and purpose of usage.

The following categories have been determined as viable entities to rent the premises within the district:

Category 1 – School Group/Recognized Community Partners

- Group made up of Trotwood-Madison Students led by TMCS employee whom is either a volunteer or paid through a supplemental contract issued by the district (i.e. school sport, club, music or drama).
- An activity scheduled by the school for the benefit or support of TMCS students (i.e. PTO meeting, after school activity, dance, school carnival, approved booster activities, etc.).
- Approved Category 2 organizations that are recognized community partners.

Category 2 – Non-Profit Community Group whose activities are student/community related

- Non-profit student groups or student service organizations that are led by an adult and comprised of students that attend TMCS or live in the Trotwood district (i.e. Boy/Girl Scouts, 4-H club, etc.).
- The city of Trotwood Parks and Recreation youth sports and talent program, that include students that attend TMCS or live within the Trotwood district (i.e. Trotwood Elementary Rams BB, NFL Punt Pass and Kick, City of Trotwood Youth Talent Showcase, etc.).
- Non-profit community sports organizations that its participants include at least **70%** of students that attend TMCS (i.e., Trotwood ELC Basketball Program).
- A non-profit group that sponsors any activity directly with the Trotwood-Madison City Schools for the benefit of students and/or the community, including local service organizations (i.e. Trotwood Chamber of Commerce, Trotwood Rotary, Lions Club, college fair, alumni groups, etc.).

Category 3 – Non-Profit Group operating outside the city of Trotwood including but not limited to, parochial, private or public schools/ For Profit Groups operating within the city limits

- Non-profit groups that would like to hold training sessions, presentations and or speakers (i.e. United Way, Red Cross, Habitat for Humanity).
- Private, Parochial or Public-School rental of Athletic Facilities for school extra-curricular activities (i.e. football stadium, main gymnasium, soccer fields, etc.).
- Business, Industry or a Professional group that have a main office or manufacturing facility within the city limits with the intent to hold meetings or training sessions for the benefit of their particular profession or business.
- School facilities may not be used for the sole purpose of raising money or conducting business by any of the identified Category 3, for-profit groups.

Category 4 – Private Interest/For Profit Groups Outside of the city of Trotwood

- Business and or individuals operating outside of the city limits of Trotwood that intend to hold general meetings, employee in-service training or recreation.
- Outside groups attempting to hold sporting or entertainment events with the purpose of all proceeds benefiting the organization.
- Outside groups looking for practice or rehearsal space (i.e. Dance teams, AAU basketball organizations, Volleyball clubs, etc.).

All Non-Profit organizations must provide a Federal ID number or tax-exempt certificate or proof of application process. Organizations that cannot provide the non-profit status information may be considered a Category 4(for profit/private interest) organization.

The Superintendent and/or their designee reserve the right to determine an individual or organization Category based on the application information provided.

Questions regarding the Category status of your or organization or the use of the district facilities should be directed to the Operations Department at (937)854-3050, ext. 11146.

Applicable fees for each Category are detailed on page 2.

Trotwood-Madison City Schools

PREMISES/PERSONNEL FEE SCHEDULE

Building Premises/Gymnasiums

Facility	Location	Category 1		Category 2		Category 3		Category 4	
		Fee	Labor	Fee	Labor	Fee	Labor	Fee	Labor
Kitchen	All	none	food service/ custodian	\$100 flat fee	food service /custodian	\$200 flat fee	food service/ custodian	\$300 flat fee	food service /custodian
Auditorium	HS/MS	none	supervisor/ custodian	\$100 flat fee	supervisor/ custodian	\$500 flat fee	supervisor/ custodian	\$1000 flat fee	supervisor/ custodian
Classroom	All	none	custodian	none	custodian	\$100 flat fee	custodian	\$100 flat fee	custodian
LGI room	HS	none	custodian	\$25 flat fee	custodian	\$100 flat fee	custodian	\$200 flat fee	custodian
Lab	HS/MS	none	supervisor/ custodian	\$75 flat fee	supervisor/ custodian	\$100 flat fee	supervisor/ custodian	\$300 flat fee	supervisor/ custodian
Gym	MS	none	custodian	\$200 flat fee or \$400 season	custodian	\$200 flat fee	custodian	\$400 flat fee	custodian
Gym	HS/main	none	custodian	\$300 flat fee	custodian	\$400 flat fee	custodian	\$500 flat fee	custodian
Gym	HS/main and AUX	none	custodian	\$400 flat fee	custodian	\$500 flat fee	custodian	\$600 flat fee	custodian
Gym	ELEM	none	custodian	\$100 flat fee or \$300 season	custodian	\$200 flat fee	custodian	\$300 flat fee	custodian

Exterior Athletic Complex

Facility	Category -2	Category-3	Category-4
Football Stadium w/o lights	\$300.00	\$1000.00	\$2000.00
Football Stadium w/lights	\$350.00	\$1500.00	\$2500.00
Baseball or Softball Field	\$100.00	\$200.00	\$300.00
Tennis Complex	\$50.00	\$25.00/hr. (\$75.00 max)	\$200.00
Track (includes jump pit and throwing cages)	\$100.00	\$300.00 flat fee(meet) or \$60.00/hr.	\$500.00 flat fee (meet)
Natorium	\$45.00/hr. +lifeguard	\$80.00/hr. + lifeguard	\$100.00/hr. +lifeguard
Natorium (diving well only)	\$30.00/hr. +lifeguard	\$40.00/hr. + lifeguard	\$50.00/hr. +lifeguard

At the discretion of the district, all rentals may require, at a minimum, a custodian 30 minutes prior to the event, through opening and closing, as well as clean up time, which depends on the activity. Custodial fees will be added if the rental is scheduled after regular hours. Overtime and Holiday rates are applicable to full-time employees.

The Superintendent and/or their designee reserve the right to adjust fees and custodial coverage for student-based events sponsored by non-profit community-based organizations for the benefit of students that live within the City of Trotwood. These adjustments will be made between the two parties to ensure district premises are opened, set-up and left in sound condition upon the conclusion of the event.

At the discretion of the district, all building rentals, except individual classroom rentals, may require a supervisor to be on duty from the start through closing of the event. The district reserves the right to designate which activities will be assigned supervisors.

An Activity Supervisor and 1 or 2 (depending on the size of the event) lifeguards will be assigned to all Natatorium rentals. Any kitchen rental requires the additional fee for a food service employee on duty at all times the kitchen is in use.

Some Category 2 applicants can be considered for seasonal fees upon application review by the Superintendent and/or their designee. The Superintendent and/or their designee have full discretion in determining what constitutes a seasonal rental and what the charge will be.

Flat fee rates are for a maximum of 8 hours. Anything over 8 hours could be considered an additional rental that include additional fees.

Employee Rates are as follow:

Employee	Straight Time	Overtime or Holiday Pay
Custodian	\$23.00/ hr.	\$34.00/hr.
Supervisor	\$17.50/hr.	\$26.00/hr.
Food Service	\$25.00/hr.	\$38.00/hr.
Lifeguard	\$19.00/hr.	\$28.00/hr.
Student Lifeguard	\$10.00/hr.	\$15.00/hr.

Liability Insurance of no less than \$1,000,000.00 must be presented to the Operations Department before finalizing any rental of district facilities. Please include a Certificate of Liability with Trotwood-Madison City Schools named as the certificate holder with your completed application for premises rental.

Payments need to be made to Trotwood-Madison City Schools. Failure to make payment within 1 week prior to the event may result in cancellation of your scheduled event. Please contact the Operations office if you have any questions or concerns in regard to specific payment arrangements.

No rental will be approved without the completed application for premises usage. The application must include the most current contact information of the organization's immediate contact person in the event the Operations Department has any question or concerns with the application.

Parties interested in renting Bob Driver Stadium should contact the Operations Department for fee and scheduling details.

All premises of Trotwood-Madison City Schools are 100% Smoke and Tobacco free buildings. Smoking or use of Tobacco on any of the grounds is strictly prohibited. Failure to follow this policy will result in request for removal from the grounds.

Alcohol and drugs are prohibited on school grounds. Failure to follow this policy will result in contacting of the Local Law Enforcement Agency.

Fire and Safety regulations of the Board of Education and the State of Ohio will be reviewed with the renting organization and must be complied with at all times.

Policy for rental of district premises is detailed in the Trotwood-Madison City Schools, Board of Education Policy, (7510) – Use of District Premises. If you have any questions in regards to the policy please contact the Operations Department at (937) 854-3050 ext. 1146 or 1150.