

## DISTRICT FACILITY RENTAL

All Registered Facility/Community Users (Renter) must submit facility rental requests at least 30 business days in advance and no more than 120 days in advance of the event date. Approval of requests for facility rental may be delayed during the first month of each school year pending finalization of all school events. ALL Facility rentals must be pre-approved. The designated contact for the Renter should be notified of the status of the rental request via e-mail within 10 business days.

Facilities are not available for rent after the time specified below:

Monday - Thursday: 9 pm

Friday - Saturday: 10 pm

Sunday: 5 pm

Renters must have the District portal approval form available at all times during the rental period (electronic versions are allowable). Failure to provide the approval form will result in immediate cancelation of the event and removal from the premises.

### A. Registration Process

All organizations and/or individuals desiring to utilize District facilities must register online with District's [online registration portal](#). Upon completion of the registration, requesters will receive an email with their login information.

An approved Renter has access to request any available OKCPS facility for an approved event. Renters can review the availability [calendar on the District's website](#) prior to making their request.

### B. Insurance Requirements

Renter must provide proof of liability insurance of a minimum \$1,000,000 prior to final approval of the facility rental request. A Certification of Insurance (COI) must be provided and uploaded in the District portal system. TULIP (Tennant's and User Liability Insurance Policy), also known as "events coverage", may be obtained from a variety of sources and will be considered for proof of insurance. Rates will vary depending on the event and number of participants.

### C. Prohibited Activities

1. Any form of gambling that is prohibited by state law
2. Any event that includes alcohol and/or tobacco or drugs, unless the sale of alcohol is specifically authorized by written contract and approved by the OKCPS Board of Education.
3. Fireworks of any kind, unless approved by District and Renter has obtained a City of Oklahoma City permit (must be available for inspection during the event upon request).
4. Any event that results in an increased tax burden on the citizens of District.

### D. Rental Charges

Rental charges will be calculated based on the requested space, required services (custodial, security, audio/visual etc.) and event classification (assigned at registration). Rates for facility and supporting service charges are in Regulation D-09-R2.

Event classifications are determined by the Superintendent or the designee at registration. Classifications are:

**Class I: School Events:** Extracurricular activities and other student organizations including but not limited to all groups and/or clubs which have an approved Activity Fund - Fine Arts, Athletic Teams, Clubs, etc.

**Class II: Partner Events:** Those events that serve District students at no cost such as before and after school programs, tutoring etc. - PTA, OKCPS Foundation, Booster Clubs, PAL, Boys & Girls Club, Girl Scouts, Boy Scouts, etc.

**Class III: Other Events:** All other events not related to providing services to District students or which charge any fees - admission and/or participation fees, religious activities, dance events, AAU, talent shows, sports clinics, Greek organizations, private tutoring, etc.

## **E. Payments**

Facility rental charges must be paid in full in advance of the event. To secure the date, location of reservation, the following payments are required within 10 business days as indicated on the invoice:

Less than \$1,500 facility use charge: 100% of invoice

Greater than or equal to \$1,500 facility use charge: 50% of invoice upon receipt, balance due 10 business days before the event. If the remaining balance is not paid within 10 business days prior to the event, the event will be cancelled and amounts deposited forfeited.

Credit card payments may be accepted by phone: call Treasury Services at 405-587-0173.

Payments in person via cashier's check, cash or credit card (personal checks will NOT be accepted):

Oklahoma City Public Schools  
Attn: Treasury Services  
2734 Miramar Blvd.  
Oklahoma City, OK 73111

Payment by mail via cashier's check (do not mail cash or credit card information):

Oklahoma City Public Schools  
Attn: Treasury Services  
P.O. Box 36609  
Oklahoma City, OK 73136

**Renters shall not pay any District employee directly.**

**All payments must be submitted to Treasury Services.**

## **F. Donations**

Donations can be made in addition to the facility rental fee and designated for specific use by the school student activity fund. Donation payments must be paid at the same time as the facility rental fee and are

non-refundable if event is cancelled.

## G. Cancellations

**Renter cancellation:** Cancellation of reservation must be submitted in writing to [facilitiesuse@okcps.org](mailto:facilitiesuse@okcps.org). Failure to notify the District at least 10 business days prior to the date of the event will result in all monies already paid to Oklahoma City Public Schools being forfeited.

**Misconduct cancellation:** Reservation may be canceled at any time by the District if misconduct or infractions of law or policy or regulations occur. Refund of any pre-payment will be forfeited.

**District cancellation:** If a reservation is cancelled because of a District reason, the Renter will receive a full refund within 45 business days. The District will make best efforts to accommodate the event at an alternative location and will provide as much advance notice as possible.

**Refund Process:** Donations are non-refundable. Upon receipt of a qualified request for cancellation, District will provide appropriate forms for processing the refund.

## H. Renter Responsibilities

The Renter will be held responsible for:

1. The proper use of the facility;
2. The conduct of persons attending the meeting;
3. Ensuring that activities are confined to the areas and hours reserved;
4. Immediate notification of damaged facilities;
5. Indemnification of the District for any theft, loss or damage to school property over and above the normal wear expected from the use thereof and will make prompt payment for such theft, loss or damage;
6. Conducting the activities under competent adult supervision;
7. Leaving facility in as good as condition as initially provided;
8. Placing all trash in appropriate receptacles;
9. Anything (including signs) that will leave a mark on walls, flooring, and windows including nails, screws, or adhesive tape;
10. No candles, or open flames;
11. Removal of any outside equipment by the conclusion of the approved rental time;
12. Not subletting any part of the building area named in the reservation;
13. All Renters must comply with all provisions contained within the applicable policy and regulations.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. The District will inspect the property after the event to assess any potential damage. All applications for repetitive use of school facilities will be renewed bi-annually by the District.

Renter must assume responsibility for the safety and protection of the audience, workers, and participants to the extent required by law.

### **I. Custodial Care**

The District will determine if a custodian, contracted by the District, is assigned for continuous duty during the time the group will be using the school facility.

Custodians and/or district representatives are instructed not to open any areas other than those approved in the application. Additional space may be arranged by completing another request.

### **J. Security**

All District property is subject to video monitoring. The District will determine if security personnel is required for the event. At any time, if there is a true emergency, contact 911; otherwise, contact the designated event coordinator for any facilities issues. If it is determined that the event requires more than one security officer, additional fees may be charged.

### **K. Athletic Stadium Use**

Athletic rental requests will follow the same process for regular facilities. Stadium capacity and other services can be found in the District's regulation D-09-R2.

### **L. Equipment**

Requests to use public address systems, projection equipment and screens, spotlights, stage scenery, pianos, etc. must be included in the application. The cost of wireless connectivity technician fees, transparencies, gelatins, special scenery, and special lighting effects are to be paid by the Renter. All equipment and properties will be operated, moved and controlled only by the stagecraft director or authorized student helpers. In schools without a stagecraft department, all equipment and properties will be handled only by persons specifically designated by the principal or designee.

### **M. Kitchens**

Use of kitchens are prohibited and not available to rent.

### **N. Parking**

Parking lots are provided with the use of most school buildings. Parking areas available for exclusive usage for Renters. Parking on playgrounds and grassy areas is prohibited. Violators will be towed at the owner's expense.

### **O. Concessions**

Concession facilities are reserved for District use only. Renters may not use any type of heating device including but not limited to crock pots, hot plates, microwaves, or any open flame, etc.

**P. Use of Outdoor School Grounds and Recreational Facilities**

School grounds are available to the general public for casual use at times when they are not being used for school purposes. The general public has a responsibility to not damage the property or become a nuisance to adjoining property owners and others in the neighborhood. Any organized usage must go through the Facility Rental process.

*Any portion of this regulation may be waived by the Superintendent or the Superintendent's designee.*