

**Pleasant Ridge Montessori  
Facilities Permit Policies and Procedures**

(Updated June 2014)

The following policies and procedures are intended to provide a process for applying for and approving permits to use portions of the PRM facilities.

**I. Calendar for Applications**

A. Annual Initial Application Date.

1. The Calendar for Permits will begin at the start of the CPS school year.
2. Applications should be submitted by August 1<sup>st</sup>.
3. Applications should be submitted using the online form available on the CPS website: <http://www.cps-k12.org/sites/www.cps-k12.org/files/pdfs/RentalApp.pdf>.
4. After the initial application date, applications will be accepted on a rolling basis, for unfilled dates.
5. Permits will be issued for no more than one year from the start of the school year.

- B. Conflicting applications. Where there is more than one application for the same time and space, the Coordinator shall determine priority according to the hierarchy of groups in Section II below. If the Coordinator cannot determine priority, the Principal shall do so.

**II. Group Classification/ Priority of Permit Applications**

A. Priority/Classifications

Facilities permits will be assigned or awarded according to the following group classification priority (examples for each group are non-exhaustive). All applicants must submit a list of active members prior to the event. At the event, they must submit an attendance sheet. Facilities permits will be assigned according to the following descending group classification priority:

1. Group #1. – No fee.
  - CPS School Functions
  - After-school Partner – must provide custodial service and must vacate the building by 7 p.m.
  - PRM Athletics teams’ practices (coaches must sign contract stating the property will be left in clean condition).
2. Group #2.\* – fees per schedule below, but will be waived if building is vacated before time indicated.
  - Adult-Based / School Support Organizations – fee waived if out of building before 8 p.m.

- Organizations sanctioned by the Board whose exclusive purpose is to support the programs of the District (e.g. PTSA, PTO, PTA, Booster Clubs, OHSAA, etc.)
- After-school PRM-related enrichment activities (at discretion of Principal). Must sign a contract agreeing to clean-up after activity, and may be permitted to charge participants depending on the enrichment activity. – Fee waived if out of building by 7 p.m.
- PRM Athletics teams’ games (if not charging admission and not selling concessions)
- Community Groups Serving School-Age Children of the District with at least 50% PRM student participation – fee waived if out of building before 7 p.m.
  - Groups that serve school-age children from the District (e.g. scouts, church youth groups, youth athletic organizations, etc.)
  - Organizations whose primary purpose is to serve the community, when a worthwhile educational, civic, or charitable purpose is served (e.g. churches, service clubs, theater groups, etc.)

***\*To qualify for group #2 consideration, the renter may not charge admission to the event for which that consideration is requested, plus the renter must request and receive approval, to be included in Group #2, from the School Principal.***

3. Group #3.

- All non PRM-related groups
- Approved Money Raising Activity
  - The proceeds thereof are used for school purposes or for an approved charitable (501(c)(3)), educational, character-building, or other community welfare purposes.
  - E.g.: PRM Spaghetti Dinner
- PRM Athletics teams’ games (if charging admission and/or selling concessions)

B. Conflicts within a Group. If two or more building permit applications are submitted for the same or overlapping time and space, and the applicants fall into the same group, the Principal shall consult the OIP/One Plan for the school and award the permit based on the goals articulated in that plan. If neither application supports a goal articulated in the OIP/One Plan, the permit shall be awarded to the applicant that the Principal determines supports the Montessori philosophy of developing the whole child.

### III. Payment

A. Payment. For permits that require payment, upon approval of the permit the applicant shall submit payment for the entire period of the permit.

B. Rate Schedule. The following hourly rate schedule applies, based group:

<b>ROOM/SPACE</b>	<b>Group #1*</b>	<b>Group #2*</b> (may be waived depending on time vacated – see Section III(A) above)	<b>Group #3*</b>
<b>Gym</b>	No charge	\$45	\$80
<b>Cafetorium</b>	No charge	\$45	\$80
<b>Gym + Cafeteria</b> (Use of sound system not included)	No charge	\$80	\$110
<b>Cafeteria with Stage</b> (Use of sound system not included)	No charge	\$60	\$90
<b>Kitchen*</b>	No charge	<b>\$45*</b>	<b>\$80*</b>
<b>Playscape &amp; Playground</b>	No charge	No charge	No charge (group is responsible for clean-up)
<b>Parking Lot</b>	No charge	No charge	TBD (group is responsible for clean-up)
<b>Any other space</b>	At discretion of Resource Coordinator and Principal		

\* *In addition to the group hourly rate, use of kitchen equipment requires the presence of a food service employee. For weekends and times beyond staffs' regular work hours, the renting group is required to pay the applicable salary and fringes for the staff on site during the event (ask Coordinator for an estimate).*

C. Weekends. Staff brought in on weekends must work at least four hours.

D. Additional charges. May be incurred for events requiring use of restrooms, to cover cost of clean-up and paper products, or for any other materials costs incurred by the school.

#### **IV. CLC Facility Hours / Permit Availability Hours**

A. During the School Year. The facility will be available for rental between 2:30 p.m. and 9:30 p.m. (except during school holidays, when the facility is closed), subject to existing use of the facility for school-related programs.

B. Weekend Rentals. May be available if building staff are available to work the day or days being requested. Renters will be required to pay overtime to a plant operator and/or custodial staff. **Minimum of 4 hours of staffing time will be required for each rental.**

C. Summer. Facility may be available during the summer. Contact the Coordinator.

## **V. Application and Permit Policies**

- A. Methods of Submitting Application. All renters must submit an application for Use of School Building or Grounds – available through the CPS website or through the PRM website <http://www.cps-k12.org/sites/www.cps-k12.org/files/pdfs/RentalApp.pdf>. Completed applications may be submitted in paper form, in person, via e-mail [address], or by mail to: *Resource Coordinator, Pleasant Ridge Montessori, 5945 Montgomery Rd., Cincinnati, OH 45213.*
- B. Insurance and I.D. Renter shall provide proof of liability insurance covering use of the facility, and a copy of the driver's license or other form of government-issued identification for the person submitting the application.
- C. Membership and Attendance. All applicants must submit a list of active members prior to the event. At the event, they must submit an attendance sheet to the Resource Coordinator.
- D. Security and Safety Plan. May be required, and must be submitted 30 days prior to event.
- E. References and Background Check. Both may be required.
- F. Payment. Must be submitted (payable to “Pleasant Ridge Montessori”) at least 2 weeks in advance of use by mail or in person to *Resource Coordinator, Pleasant Ridge Montessori, 5945 Montgomery Rd., Cincinnati, OH 45213.* Payment is non-refundable. If the school cancels a permitted event, credit will be given to the renter for future use. Failure to submit payment may result in revocation of a permit.
- G. Priority of School Events. School events take priority for use of the school building and may require the renter to be flexible with scheduling **even if a permit has already been issued.** The school will do its best to communicate any such changes well in advance.

## **VI. Facility Use Policies.**

- A. Use Own Equipment. Renting groups must provide own equipment and remove after use. Storage is at the discretion of the Coordinator and may incur additional expense.
- B. Early Entry/Late Departure. Renters may not enter the facility prior to the contracted start time or remain on the facility beyond the contracted end time. A renter who remains beyond the contracted time-frame will incur an additional charge for a minimum of one hour, plus

an additional hour of building staff time at applicable rates (overtime rates apply if outside of regular building hours).

- C. Contracted Space. Renters must use and remain in only the permitted space(s).\*
- D. Care Premises and Property. All groups are expected to leave the PRM school premises and the property in the condition it was received.\*
- E. Use of Gym. Groups renting the gym are expected to wear proper footwear (specifically, non-marking shoes) and attire in order to protect the condition of the gym. Food and drinks are not permitted in the gym.\*

**\* Failure to comply with any of these policies or misuse of the facility or school property may result in immediate termination of permit and denial of future permits. The renter shall be liable for any damage it causes and for any costs for cleaning, repair, or replacement.**

**VII. PRM’s Right to Terminate Permit**

- A. PRM retains the right to terminate an issued permit at any time and for any reason. In the case of termination, PRM will provide the renter as much advance notice as possible. **[Issue of paid permits]**.
- B. PRM retains the right to terminate any building permit immediately and without advance notice if it determines that the permit is not being used.

I have read, understand, and agree with the above **PRM Facilities Permit Policies and Procedures**. (Signature below must be submitted with permit application)

\_\_\_\_\_  
Renter’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renter’s Printed Name