

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Use of District Facilities and Property</b>	
Procedure No. 7510-00-01	Eff. Date: 8/10/15
Implements Board Policy(ies) 7510	Last Reviewed: 8/10/15

**1. Background**

*Describe relevant background to the implementation of the policy.*

To support the Community Learning Center model, use of school buildings and grounds for school sponsored curricular and co-curricular activities and community use.

**2. Responsibilities**

Title:	Facilities	
Address:	2315 Iowa Avenue	
Phone:	513-363-0747	Cell phone:
<i>Describe responsibilities:</i>		
Proper care of each school building and property within the Cincinnati Public Schools district.		

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

Schedule of fees to incur as a result of using a district facility, unless waived by Director of Facilities or Principal; insurance coverage of \$1-million per occurrence, with names of employees, board members, volunteers, and CPS as additional insurers; use of equipment; financial liability; and security and safety. Building rental application form completed and submitted approval by school principal/or Facilities Director. Copies of application forms, proof of insurance and related documents shall be kept on file in the Facilities Office.

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Building Rental Form		
2. Proof of Insurance		
3.		

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*