

## Rossford Exempted Village Schools Facilities Use Procedures & Door Scheduling

- All practices, meetings, or facilities use must be scheduled in FMX.
- All district facilities, including the Board Room, office conference rooms, etc. must be scheduled through FMX.
- Scheduling must be done no less than two (2) weeks prior to the event.
- There are three (3) tiers designated for facilities use and district officials will finalize tier assignments.
  - Tier 1 - Rossford Schools teams/activities/events
  - Tier 2 - Outside programs exclusive to the Rossford community or which solely benefit financially a District sponsored sport, program, club or activity (i.e., Rossford Rec., scouting, sports tournaments, or activities that solely benefit financially a District sponsored sport, program, club, or activity)
  - Tier 3 - Outside programs (i.e., AAU or travel teams which do not solely benefit financially a District sponsored sport, program, club, or activity)
- Tier 1 events will take precedence over Tiers 2 and 3. Rossford EVSD facilities will be available on the days and times listed below:

Monday – Friday	6:30 a.m. to 10:00 p.m.	Tier 1	▪ No charge
		Tier 2	▪ No charge; after school hours only
		Tier 3	▪ \$75/hr. plus facility fee; after school hours only
Saturday	6:30 a.m. to 4:00 p.m.	Tier 1	▪ No charge
		Tier 2	▪ \$50/hr. after 4:00 p.m.
		Tier 3	▪ \$75/hr. plus facility fee
Sunday	10:00 a.m. to 4:00 p.m.	Tier 1	▪ Only if a practice is needed
		Tier 2	▪ \$50/hr.
		Tier 3	▪ \$100/hr. plus facility fee

- Doors will open for **scheduled practices** 1/2 hour before practice begins until 1/2 hour after practice starts.
- Doors will open for **games** 1 1/2 hours before the game begins and will stay open for the entire game.
- Doors are never to be blocked open. This is a security issue and will set off alarms.
- Coaches are not to exchange times with one another or allow others entry into the facility who are not involved with their practice.
- Only individuals with scheduled activities in FMX should be in the facility.
- Custodians should not be contacted to gain access to a facility when the activity is not scheduled in FMX.
- A custodian/cleaner is in the facility from 6:00 a.m. to 10:30 p.m. every weekday. You are urged to schedule practices, meetings and other activities during those hours to avoid additional costs incurred by the district.
- Teams returning after 10:15 p.m. will need to make advanced arrangements to gain access to the facility.
- Because of alarm systems (coaches will not have an alarm code), lighting, HVAC systems, key fobs, etc., a cleaner or custodian must be on site during activities. The only exception to this is games and/or practices at the Athletic Complex. Activities held at the Athletic Complex must be scheduled in FMX.
- Please use the FMX calendar to inform parents and others about upcoming events rather than printing and posting calendars or lists of events. Encourage people to check FMX online so they are aware of up-to-date changes.
- IEP meetings should be scheduled through the secretaries when the meetings are set up at the beginning of the year (per the Director of Student Services).
- If the event is cancelled for some reason, please contact the Buildings and Grounds Supervisor **immediately**.
- The FMX calendar is the official and sole source of facilities use information.

### Workflow

- If staff members need to schedule an event, please contact a secretary at the elementary school or the junior-senior high school. Keep events to above scheduled times. Contact an Athletic Director or Principal with questions.
- Principals need to periodically review the FMX calendar to make sure they are aware of upcoming activities in their facility.
- **Rossford Elementary School** - Secretary or principal enters event > approved by principal > approved by Buildings and Grounds Supervisor
- **Rossford Junior-Senior High School** - Activity leader, coach, or secretary enters event > approved by secretary > approved by Buildings and Grounds Supervisor

### Billing

- A Facilities Use Fee Schedule is available for secretaries to provide outside groups with an estimated cost of facilities use. An estimate will be sent to the requestor informing them of the cost(s) involved. Once the requestor accepts the estimate, an invoice will be sent to them, and payment must be received by the Treasurer's Office prior to the event being held.
- Additional insurance requirements and security costs may apply.
- District determinations will be made on a case-by-case basis.
- Please contact a district representative for any area not listed on the Facilities Use Fee Schedule (fees, availability, and approval for such areas will be determined on a case-by-case basis).

**ROSSFORD EXEMPTED VILLAGE SCHOOLS  
TIER 3 – FACILITIES USE FEE SCHEDULE**

(hourly staff rates apply)

**Rossford Elementary School & Athletic Complex**



**Rossford Junior-Senior High School**