



WEST CLERMONT LOCAL SCHOOL DISTRICT

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FACILITIES RENTAL PROCESS FAQ

West Clermont School District hourly facility rental and leasing requests are now processed through online schedules. All school-related activities shall be given priority in the use of facilities and grounds. Thereafter, the use shall be on a first-come, first served basis of completed requests.

How to become an approved organization to rent a District Facility:

Prior approval as an organization is required before any rental application requests can be submitted. All applications must be submitted through FSDirect on line. [Click Here to Register](#) Please register as an organization with this link. In the top right corner click on Log in to Request Facility Use. Here you will create a new account. Once your account has been approved you will be able to enter facility requests.

How to request a rental in a District Facility:

First, check the calendar to ensure the requested dates are available. If your date is available, submit your application request. All applications must be received at the District at least two weeks in advance of the requested date. Patrons are not permitted to enter the facility prior to the agreed start time. If you require additional time to set up and break down your event, your request shall include that time on your application request.

The District cannot guarantee approval on all submitted application requests. All requests are on a first come, first serve basis.

What happens after you submit your request:

The application is first reviewed by the school site, which will determine if the facilities requested are available. After the school site has provided an initial approval of the request, the District will then collect a Certificate of Insurance for the amount of one million dollars. Once insurance is received by the District, the scheduled event is routed through the selected building administrator to the Department of Operations for final approval. Once final approval is received, the event will appear on the rental calendar. Rentals requiring custodial services are subject to additional fees. The District reserves the right to require a staff member to be on site at any event. In such case, the staff time will be charged as part of the rental. Payment is due after the event.

You must have final approval and an activated Facility Use Permit – (FS Schedule ID#) from the District prior to the scheduled event.