

# Community Rental Guidelines

## Forest Hills School District



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### *Standard Order of Procedures*

- ▶ Review district's rental policy, pricing schedule, and calendar availability
- ▶ Obtain certificate of insurance (COI)
- ▶ Create FMX account and upload COI
- ▶ Wait for account approval (notified by email)
- ▶ Submit rental request for your event
- ▶ Wait for approval/denial of your request (notified by email)
- ▶ Total cost estimate issued, if approved (notified by email)
- ▶ Invoice issued immediately following event
- ▶ Payment is due within 30 days after event date (cash or check)

*Each submitted request routes to the affected building for review and approval by its administration. You will receive email notifications on the status changes of the facility request. Please allow 14 days for review and approval/denial of the request. If no response after 14 days, contact the affected building.*

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### I. Use of District Premises and Pricing Schedule

The Forest Hills School District's policy for the use of district premises is viewable [here](#) with the pricing/fees schedule beginning on page 4. Provided in the viewable link is the hourly rate corresponding with the facility/space available for rental purposes. Please contact **513-231-3600 ext. 2968** with any questions to these terms and conditions.

Even without a rental (FMX) account, the event calendar is accessible. Please visit the following link to view the event calendar and space availability: <https://foresthills.gofmx.com/calendar>. Utilize the **Filter** button to pinpoint a specific building and/or space.

### II. Proof of Insurance

Forest Hills School District requires proof of commercial general liability insurance. This comes in the form of a **certificate of liability insurance** (COL) from your broker agency or insurance provider. Below includes the guidelines for an approved COL:

1. The **policy effective dates** are required to be current/active
2. No matter the building or space for your rental plans, the **Certificate Holder** is required to read:  
Forest Hills School District  
7946 Beechmont Avenue  
Cincinnati, OH 45255
3. Forest Hills School District is required to be added as an **Additional Insured** on the General Liability policy and, at minimal, noted as such in the Description section
4. The commercial general liability policy is required to cover a **minimum of \$1,000,000** per occurrence

### III. Creating FMX Account

5. Once you have a certificate of insurance (instructions in [Section II](#)), visit:  
<https://foresthills.gofmx.com/>
6. Look for the **Log In** button and click it, then click **Need an account?**
7. Complete the questions under **Register**, and upload the certificate of insurance

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### Creating FMX Account *continued*

8. Click **Continue** once all questions are completed

Your account profile has now routed to district personnel to grant request access. This review generally takes 1-3 business days. Spare us additional time when creating an account during the winter holiday break or in the summer months.

### IV. Submitting Rental Request

Once your account has been granted request access, return to <https://foresthills.gofmx.com/> and log in. Take a minute to look at the event calendar after logging in. Utilize the **Filter** button to pinpoint a specific building and/or facility.

9. Look for the **New Request** button (or if using a mobile device, it's a plus (+) sign)
10. Tap **New Request** (or +), followed by **Schedule Request**
11. Complete all fields accordingly
  - a. Please note: The "Repeats" feature should only be used if the start and end times are the same on all repeating days
    - i. Keep in mind government holidays if using "Repeats"
12. Click **Submit**
  - a. Please note: Your request will automatically be denied for the following reasons:
    - i. Your submitted request conflicts with an existing request
    - ii. Your submitted request conflicts with an existing request in the middle of review
    - iii. Your submitted request does not have a minimum notice of 7 days before event; please contact the **affected building** to determine if exceptions can be accommodated

Each submitted request routes to the affected building for review and approval by its administration. You will receive email notifications on the status changes of the request. Please allow 14 days for review and approval/denial of the request. If no response after 14 days, **contact the affected building**.

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### V. Estimates

Once a request becomes an approved event, an estimate will be issued and sent by email. The estimate reflects the appropriate group category and respective pricing.

13. Estimates can only be edited by the invoicing department. If you have any concerns, please reply to the email address which the estimate was sent, or call **513-231-3600 ext. 2973**.
14. Please note: Avoid duplicating a scheduled event with a new request — duplication will generate another estimate, showing additional money owed from your organization. To make changes to a scheduled event, please edit your *existing* scheduled event.

### VI. Invoices

All invoices are due within 30 days of the event date and are sent by email. Payments can either be:

- delivered in-person at Central Office — 7946 Beechmont Avenue, Cincinnati 45255
- or -
- mailed to the following address with an attention line:  
Forest Hills Schools District  
Attn: Treasurer's Office  
7946 Beechmont Avenue  
Cincinnati, OH 45255  
(Payment can take up to two weeks to receive if sent by mail.)

Be sure to follow the guidelines in [Section VII](#) for events which are cancelled for any reason.

### VII. Cancellations

Change of plans will happen! For all affected personnel to be informed, we simply ask the name on the FMX account to:

- **formally cancel the planned event in FMX**
- or -
- **call the affected building**
- and -
- **call 513-231-3600 ext. 2973.**