

FACILITY RENTAL PROCESS

A SIMPLE STEP-BY-STEP GUIDE FOR RENTERS

Thank you for your interest in renting a facility with Cincinnati Public Schools. We've made the process simple, transparent, and easy to follow.



READY TO GET STARTED?

Fill out the Facility Rental Application online.

FACILITIES RENTAL APPLICATION



Click the button above to begin your application.

WHAT HAPPENS AFTER YOU SUBMIT YOUR APPLICATION?

1



APPLICATION RECEIVED

Once you submit your application, you will receive a confirmation email with your Request ID.



You will receive an email confirming that your request has been received.

2



SITE REVIEW

The school principal and athletic director will review your request to ensure the facility is available and your event aligns with school and district guidelines.



You will be notified by email once the site review is complete.

3



DISTRICT REVIEW

Your request is reviewed by CPS Facilities, Food Services, and Security to ensure all operational needs can be met.



You will be notified by email once all reviews are complete.

4



RENTAL QUOTE SENT

If approved, you will receive a detailed rental quote outlining fees, requirements, and next steps.



You will receive your rental quote via email.

5



QUOTE REVIEWED

Review your quote. If you have any questions or need to request changes, please reply to the email.



All quote review and any changes are completed via email.

6



PAYMENT REQUIRED

Payment of all rental fees must be received before your event can be confirmed and your date secured.



You will receive payment instructions in your quote email. Payment must be received before your event.

7



RENTAL CONFIRMED & EVENT READY

Once payment is received, your rental is officially confirmed. Our team will coordinate staffing and operations to prepare for your event.



You will receive a final confirmation email with important details.



PLEASE NOTE:

- Quotes are reviewed and approved via email.
- Quotes are not handled through Salesforce.
- You cannot have your event without payment.

WHAT YOU'LL NEED

- ✓ Complete online application
- ✓ Proof of Insurance (Required)
- ✓ Accurate event details
- ✓ Timely responses to emails



QUESTIONS?

Contact Shauna McDowell
mcdowsh@cpsboe.k12.oh.us
She is happy to help with any questions about the facility rental process.



Thank you for choosing Cincinnati Public Schools.
We look forward to hosting your event!