

OVID-ELSIE AREA SCHOOLS BUILDING USE REQUEST FORM

Form to be prepared and submitted for approval. Please make checks payable to Ovid -Elsie Area Schools. Depending on the type of activity, the group may be required to submit proof of insurance for this rental.

Name of Organization: _____
 Type of Activity to be held: _____
 Building and Room(s) being requested: _____
 Approximate Number of people expected: _____
 Date of Activity: _____
 Time of Activity: _____
 Person in charge of Activity: _____

(Name)	(Address)	(Telephone)
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I hereby acknowledge that I will abide by the rules and regulations established by the Board of Education of the Ovid -Elsie Area Schools for the use of the building in their policy on USE OF DISTRICT FACILITIES (see reverse side).

Signature - Organization Representative	Date
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Auditorium

Time for lights & sound ____:____ Lectern ____ Number of microphones ____ VCR/TV ____ Laptop computer ____
 Video data projector w/laptop & speakers ____ Video data projector w/VCR & speakers ____
 Video data projector **only** (user supplies laptop or VCR) ____ Video projector w/VCR ____ Large pull-down screen ____

Custodial Services

Chairs needed ____ Tables needed ____ Risers needed ____ Extension cords needed ____
 Time for your set-up ____:____ Open up time for activity ____:____ Time for clean up ____:____

(For Administration Use)

Permission is hereby granted to _____
 for the use of the facilities on the date(s) and time(s) listed above.

Rental Charges:

Auditorium: ____ hr. @ ____ /hr. = \$ ____
Cafeteria: ____ hr. @ ____ /hr. = \$ ____
Gymnasium: ____ hr. @ ____ /hr. = \$ ____
Custodial Fees: ____ hr. @ ____ /hr. = \$ ____
Pool & Lifeguards ____ hr. @ ____ /hr. = \$ ____

TOTAL CHARGE: \$ _____

Approved by Principal: _____ Date: _____

Approved by Community Services: _____ Date: _____

Copies to:

____ C. Coleman ____ J. Goosen ____ K. Somers ____ K. Dahlke ____ G. Bishop ____ Elementary Custodian
 ____ K. Baese ____ Athletic Department ____ J. Ignash ____ S. Pardee ____ L. Harger ____ Elementary Principal

USE OF DISTRICT FACILITIES

Application

Any organization or individual desiring to use District facilities shall complete an application and submit it to the Office of Community Services for approval.

Completed applications for facility use, when charges are involved, may require up to 100 percent of the estimated fee. This is to be determined by the Board of Education, or the Superintendent of Schools, or the Director of Community Services.

The Director of Community Services shall clear each application with respect to date, time, location, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.

The Director of Community Services will send a photocopy of the request to the building administrator if the application is approved. If the application is not approved, all deposits included with the application will be returned with the application.

Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the Director of Community Services with or without due notice. All approvals are to be granted with this understanding. Any deposit is refundable when 48 hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.

In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Ineligible Users

Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.

Regulations

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator and the Director of Community Services. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

The user agrees to indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, and judgments and expenses including claims, costs, attorney fees, and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator and the Director of Community Services.

Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. The using group will pay for any additional custodial services. Arrangements must be made with the building administrator and the Director of Community Services for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever a facility is being used except when exempted by the building administrator and/or the Director of Special Services. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. There is a minimum two-hour mandatory overtime custodial charge for any activity when custodial personnel are not normally on duty. Food service personnel shall be required, in addition, when kitchen facilities are requested.

Any organization wishing to reserve a District facility for use in the case of inclement weather will be charged a non-refundable minimum of \$60.00 to hold the facility. If the facility is used, then the non-refundable fee will be applied to the total cost of renting such facility.

Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

The District will not be responsible for any loss of valuables or personal property.

Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

08/21/09