

Use of School Facilities

Area organizations that wish to use school facilities after school hours must contact the building principal and complete an application one-week prior to the date of the use. *Application for Permit to Use School Buildings* and *Hold Harmless Clause* forms may be obtained from the principal's office or downloaded and filled out on-line.

The process is as follows:

- √ *Application for Permit to Use School Buildings* – filled out, signed and returned to the building office
- √ *Hold Harmless Clause* – signed and returned to the building office
- √ Certificate of Liability - \$1million – general liability insurance with Sylvania Schools as the certificate holder presented at the time of application
- √ *Rules Governing Use of School Buildings* – applicant's copy

Please note that District facilities are only available after school hours. Users must abide by all District policies and will be liable for any damage incurred during building use. (*Board of Education Policy #7510*). A copy of a certificate of liability (general) coverage indemnifying Sylvania Schools in the amount of \$1 million is required before the use of any District facility can be approved.

If an organization requires the use of lights or sound equipment after normal hours of operation or other special services, it must be indicated on the form. Users will be billed for the special services and for any AV/custodial overtime for use after hours.

APPLICATION FOR PERMIT TO USE SCHOOL BUILDINGS

Rental fees - rates are subject to change without notice

Building _____ Facility Required _____ Organization _____

Date (MM/DD/YY) _____ Reoccurring Yes _____ No _____ If yes, day of week _____ Time In _____ Time Out _____

Contact _____ E-mail address _____ Phone _____

Address _____ City State Zip _____

I have been provided and read the rules governing the use of school property and hereby agree to all terms and conditions. Additionally, the aforementioned organization using Sylvania Schools facilities agrees to indemnify and HOLD HARMLESS Sylvania Board of Education and their agents and employees from all liability, claims, demands, damages, and costs, for, or arising out of our use of Sylvania Board of Education Property whether it be caused by the negligence of indemnitor or Sylvania Board of Education or either party's agents or employees, or otherwise. Proof in writing of indemnification and Hold Harmless must first be provided to the Sylvania Board of Education before any use of facilities will be permitted.

Representative of Contracting Organization/Group _____

Representative, Sylvania Board of Education _____

(For Office Use)

Building Usage

Auditorium/ _____ hrs. @ \$200.00/hr. _____
Gym
(high schools, junior high schools)

Gym _____ hrs. @ \$100.00/hr. _____
(elementary)

Athletic fields _____ hrs. @ \$150.00/hr. _____

Field lights _____ hrs. @ \$55.00/hr. _____

Rooms _____ hrs. @ \$25.00/hr. _____
(classrooms, meeting)

Cafeteria _____ hrs. @ \$125.00/hr. _____

Custodial Hours (minimum 4 hours)

Mon. – Fri. _____ hrs. @ \$27.00/hr. = _____

After Regular Hours/Sat.

_____ hrs. @ \$40.00/hr. = _____

Sun. _____ hrs. @ \$53.00/hr. = _____

Kitchen Hours (minimum 4 hours)

Mon. - Fri. _____ hrs. @ \$25.00/hr. = _____

After Regular Hours/Sat.

_____ hrs. @ \$35.00/hr. = _____

Sun. _____ hrs. @ \$45.00/hr. = _____

Audio/Visual (minimum 4 hours)

Lights _____ Sound _____

Other _____

Mon. – Fri. _____ hrs. @ \$29.00/hr. _____

After Regular Hours/Sat.

_____ hrs. @ \$43.00/hr. _____

Sun. _____ hrs. @ \$58.00/hr. _____

Student Workers

_____ hrs. @ \$7.00/hr. _____

Total Estimate

Insurance on File

Hold Harmless on File

August 2011

**SYLVANIA SCHOOLS
SYLVANIA, OHIO 43560**

HOLD HARMLESS CLAUSE

FOR AND IN CONSIDERATION OF the use by _____
(name of group/organization)

_____ (indemnitor) of the facilities and /or
equipment of the Board of Education, Sylvania Schools, _____
(name of group/organization)

_____ indemnitor hereby agrees to
save, indemnify and HOLD HARMLESS the Sylvania Board of Education and its agents,
representatives, members, and employees from any and all liability, claims, demands,
damages, attorneys' fees, expenses or costs of, or arising out of _____

(describe use and building/facility to be used)

on _____, whether it be caused by or as a result of the
(date of use)

negligence of indemnitor or the Board of Education, Sylvania Schools, or either party's
agents or representatives, employees or otherwise.

(Signature)

(Title)

(Date)

Rules Governing Use of School Buildings

1. Permits will be void for the following holidays:

Spring and Winter vacations	Day before & Christmas Day	Good Friday
Labor Day	Day before & New Year's Day	Memorial Day
Thanksgiving Day	Martin Luther King Day	Independence Day
Day before and after Thanksgiving	Presidents' Day	

2. Permits will be issued only according to the Sylvania Board of Education Policy 7510 – Use of District Facilities.
3. **“Unless authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.”**
4. The use of intoxicants in school buildings and the use of tobacco on school premises is prohibited.
5. On option of renting, official fee may be required in advance.
6. Requests for cancellation of permits must be received at least forty-eight (48) hours in advance of the effectiveness of the permit. Non-use or failure to secure cancellation will not excuse the applicant from payment of costs incurred.

Holders of permits will confine their use strictly to those parts of the building and to such equipment as are specified in the permit. Use of projectors or other special equipment is not included.
7. A copy of insurance liability coverage indemnifying Sylvania Schools in the amount of \$1 million is required before the use of the facility is approved. The applicant and the group or organization will be held personally responsible for the use of the school building and property by persons participating in or attracted by the activity. This includes the conduct of opposing teams and visitors or guests.
8. Property damage, theft or loss of supplies and equipment arising from the occupancy of any portion of the building will be charged against the applicant and will cause the cancellation of any further use of school property by the applicant.
9. Applicant shall not sublet any part of the building for which he has a permit.
10. Admission may be charged, articles sold, funds solicited or collected only when special permission has been obtained from the grantor of the permit and when same is so stated thereon.
11. Persons renting facility must furnish security.
12. Applicant agrees to conform to all applicable health and safety codes including but not limited to safe serve guidelines when renting the kitchen area. All volunteers working in kitchen areas must be 16 years of age.
13. Make checks payable to **Board of Education, Sylvania Schools**.

NOTE: When schools are closed during the day for inclement weather, on days students are not in attendance such as Parent-Teacher Conference days, or during other emergencies, the buildings will also be closed to after-school activities.

If payments are in arrears two (2) months, no further approval of rentals will be made until payment is made.