

Request for Use of School Facilities Talawanda School District

We are requesting permission to use the following school facilities:

School Building _____ Date(s) of Activity _____

__ Cafeteria/Auditeria __ Kitchen __ Gym __ Classroom(s) __ Other _____

Arrival Time _____ Departure Time _____ Admission fee? ____

Number of attendees _____

Request usage of other areas/items:

__ Stage __ Speaker stand __ Microphone __ Piano (stage or floor)

__ # of chairs __ # of tables __ Gym showers __ Special lighting* __ A/V Aids*

*Please give details _____

Additional requests or comments _____

If permission is granted, we agree to be responsible for the following:

1. All groups using school facilities will be required to submit proof of adequate liability insurance and provide the district Treasurer with a Certificate of Insurance naming the Talawanda Board of Education as additional insured.
2. All groups using school facilities will provide proper supervision.
3. Use of school equipment in conjunction with the use of school facilities must be specifically requested in the area provided above. The users of school equipment must accept liability for any equipment damage or loss that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
4. There shall be no smoking in the school building.
5. It is understood that Talawanda School District school activities have preference over outside activities in using the school buildings.

Name of Organization _____

Name of Responsible Adult _____

Title/Area of Responsibility _____

Address _____ City, State, Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Signature of Responsible Adult _____ Date _____

Signature of Building Principal _____ Date _____

Fee Paid: Y or N

Insurance Provided: Y or N

Revised 6/94

Revised 8/06

Revised 8/19

(over)

ACKNOWLEDGMENT, RELEASE, WAIVER, AND ASSUMPTION OF PERSONAL LIABILITY AGREEMENT

I understand and acknowledge that the use of the Talawanda School District property identified in the accompanying Request for Use of School Facilities Form (the "Property"), is with the express written permission of the Talawanda School District. I acknowledge that the administration of the Talawanda School District has instructed me on the permissible and non-permissible uses of the Property being requested, and I and others under my custody, care, and control will abide by those uses. I have been advised that the use of the Property may cause a serious risk of property damage, bodily injury, or death.

By signing this Agreement, I agree to properly use the Property in accordance with prior instructions and School District Policy. I understand that by violating, or allowing others under my custody, care, and control to violate the permissible uses of the Property, I am personally assuming all risk of property damage, bodily injury, or death that may occur as a result of the use of the Property in violation of the directives previously provided, in School District Policy, and those set forth in this document.

Furthermore, I voluntarily release and forever discharge and agree not to sue the Talawanda School District Board of Education, appointed officials, volunteers and its employees and agents from any and all liability, claims, demands, actions, or causes of action of whatever nature, including any reasonable attorneys' fees and other costs of litigation, which are or may be asserted by any person or entity, whether or not involving a third party claim, which arise out of or relate to property damage, bodily injury, or death caused to myself or others as a result of use of the Property, or caused by my use of the Property or the use of the Property by others under my care, custody and control.

By signing below, I am acknowledging that I have read and understand this entire agreement and that I agree to be bound by its terms.

Printed Name

Signature

Date

Talawanda School District Facilities Use Fee Schedule

Hourly Charge for Custodians and Cooks

<u>Custodians:</u>	Overtime and Saturdays	\$35.00/hr
	Sundays and Holidays	\$45.00/hr
<u>Cooks:</u>	Overtime and Saturdays	\$35.00/hr.
	Sundays and Holidays	\$45.00/hr.

Rental Charges for Building Facilities Usage/Hour

1. Cafeteria and Kitchen

Elementary	\$20.00/hr
Middle School	\$25.00/hr
High School	\$25.00/hr
2. Cafeteria (seating only)

Elementary	\$15.00/hr
Middle School	\$20.00/hr
High School	\$20.00/hr
3. Gymnasium

Elementary	\$20.00/hr
Middle School	\$25.00/hr
High School	\$25.00/hr
4. Stadium and Football Field \$100.00/hr
5. Stadium, Field & Locker Rooms \$125.00/hr
6. Classrooms \$15.00/hr
7. Other Facilities To Be Negotiated

Charges will be made to all groups for the costs of any services required by school district personnel. These charges only cover rental of facility space and do not include the basic hourly rate, overtime, and fringe benefit costs. The treasurer will bill the costs for these services to the group. Principals will determine the needed personnel and make arrangements for their services.

7510 - USE OF DISTRICT FACILITIES

Talawanda School District

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or citizens and has been approved by the Superintendent.

District grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses and groups indirectly related to the schools
- C. meetings of employee associations
- D. uses for voter registration and elections
- E. departments or agencies
- F. community organizations formed for charitable, civic, social, religious, or educational purposes
- G. commercial or profit-making organizations or individuals offering services for profit
- H. private social functions

Facilities shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. The facilities shall be free of charge and available only after regular school hours. Users shall abide by all District guidelines and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Red Cross to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board at the annual organizational meeting. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be financially liable for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

R.C. 3313.75 - .79, 3501.29
P.L. 98-377

Revised 2/93
Revised 10/21/96