

**USE OF BUILDING OR GROUNDS PERMIT
BUCKEYE CENTRAL LOCAL SCHOOLS**

938 South Kibler Street
New Washington, Ohio 44854
(419) 492-2864

Facility Use Costs (Hourly rates published effective January 1, 2012, 2 hour minimum)

FACILITY	GROUP I & II	GROUP III	GROUP IV
Classroom	No charge	\$10.00	\$15.00
Multi-Purpose Room	No charge	\$25.00	\$37.50
High School Gym	No charge	\$38.00	\$57.50
Middle School Gym	No charge	\$25.00	\$37.50
Café Commons	No charge	\$20.00	\$30.00
Buck Stop	No charge	\$10.00	\$15.00
Kitchen*		\$25.00	\$37.50

Additional Equipment/Personnel Hourly Fee

*Kitchen	District Food Service Staff may volunteer hours or \$25.00	\$25.00	\$37.50
Custodial	If Required	\$28.00	\$42.00
Technical	If Required	\$30.00	\$45.00

DAMAGE TO FACILITY, PREMISES, AND /OR EQUIPMENT WILL BE CHARGED AT CURRENT REPLACEMENT COSTS

Please Note:

1. Kitchen cannot be used during school hours
2. School related organizations that sell food for a profit must do so **AFTER** normal school hours
3. Food sold for profit **cannot be prepared in private homes** and then sold on school property. All food sold on school property must be prepared in a licensed food service kitchen.
4. Technician(s) are required at additional cost for lighting and/or sound equipment.

Buckeye Central Facility Use Costs (for State Athletic Events)

FACILITY	COST PER EVENING
High School Football Stadium	\$1,500
High School Gymnasium/Locker Rooms	\$250
Baseball/Softball Field	TBD
Custodial Staff	\$28/per hour

PRIORITIES FOR BUILDING USE

The facility use costs are structured on the basis of the following groupings:

Group 1: School groups participating in co-curricular activities.

Ex: Athletics, band, choir, school clubs, student government, public utilities, school-sponsored educational programs.

Group II: Nonprofit groups whose activities are student-related

Ex: Scouts, 4-H, Booster club, PTO/PTA, school support groups, senior citizen groups, civic associations, etc.

Group III: Nonprofit community groups whose benefits go to charity, community, projects or schools
Ex: Religious, Civic band/symphony, Local/Business Recreation, Vocal/Theater Groups, Local Dance Recitals

Group IV: Profit groups whose benefits go to an organization or individual
Ex: Business, Industry and Professional groups—for general meetings, employee in-service, training or recreation. School facilities may not be used for conducting a business or raising money. (School equipment is not available for this group.)

FACILITY RENTAL RULES AND CONDITIONS

Please read the following rules and conditions. The Hold Harmless Clause (last page must be signed and returned with the Application for Facility Permit

1. The Buckeye Central Board of Education reserves the right to reject or cancel any contract or permit for any reason.
2. The real of any facility is granted on the condition that if needed for school functions on any of the dates granted, the permit holder agrees to forego its use on such dates provided the permit holder is notified 24 hours in advance of the rental date.
3. A completed Application for Facility Permit form must be submitted at least **TWO WEEKS** prior to the date of the event.
4. The person signing the contract will be required to sign a hold harmless clause releasing the Board of Education from any liability in conjunction with the rental.
5. The person signing the contract as the responsible party for a building rental must be present at the event.
6. The Buckeye Central Board of Education reserves the right to add additional regulations or restrictions protection of school property, and the general welfare of the community, including the cancellation of any permit.
7. The permit holder agrees to abide by the State and local Code of Laws in using the facilities, and to prohibit any unbecoming conduct within the facilities or on the grounds. The permit holder agrees to be responsible to the Board of Education for the proper use and care of the facilities. The permit holder further agrees that the character of activity will conform to that stated on the rental contract.
8. No group which limits membership in or attendance of its activities on the basis of race, color national origin, ancestry, sex, sexual orientation, age, religion or disability shall be allowed to rent school facilities, except as may be required by law.
9. The permit holder/group renting the facility is responsible for providing adequate adult supervision. The building will not be open until adult supervision is present. Children, when not accompanied by parents or other adult supervision, will not be permitted in the building.
10. The organization or individual renting the facility shall assume all responsibility for damage incurred to the property to include cost to repair/replace including labor of said property.
11. No drinking of intoxicating beverages or illegal use of drugs is permitted on the school premises. Violators will have their contract immediately terminated and shall be subject to disciplinary action by local law enforcement officials.

12. There will be no smoking or use of any tobacco products in the building or on school grounds during the rental period.
13. Any decoration used in the building must be of flameproof material.
14. Lights candles or flames are not to be used within the school facility.
15. Nails, screws, or tape on painted surfaces shall not be used to fasten anything to the walls.
16. The Administrative Office may require, in advance, the permit holder to provide parking attendants, police and/or fire supervision if they feel the crowds or programs warrant it.
17. Rentals for receptions will not be accepted. Rentals for retirement receptions for employees will be with special permission from the Administrative Office.
18. Rental Hours:
 - Permits for buildings are not issued for Groups II-IV before 6:00 p.m. on weeknights
 - Permits for athletic fields are not issued before 5:00 p.m. on weekdays or before noon on Sundays
19. The permit holder will ensure that by the end of the scheduled rental period, the rented facility will be returned to the state in which it was originally rented. An additional charge will be made for non-compliance unless a custodian is scheduled for this responsibility.
20. Time of occupancy will end at 10:00 p.m. (Monday – Friday) unless the permit indicates that prior arrangements have been made with the school administration. Custodial time incurred beyond 11:00 p.m. will involve overtime at the rate of time and one-half.
21. Custodial services shall include unlocking and locking the building, operation of lights and heating equipment, normal cleanup and putting the facility in order for regular use. The permit holder will be charge for custodial time incurred to restore facility to normal state.
22. The custodian may loan no school equipment unless prior approval has been obtained from the principal/designee in writing.
23. The custodian of the building shall enforce the rules and regulations of the Board, and/or shall report infractions to the building principal.
24. All fees must be paid within 30 of invoice date.
25. Kitchen: No kitchen is to be rented to outside groups unless a cafeteria employee is in attendance during the period of such use. The organization renting the facility shall compensate the Board of Education for the cafeteria employee at the rate contained in the latest schedule of fees.
26. Auditorium: Auditorium stage and lighting equipment shall be used only with the specific approval of the appropriate school administrator. A trained technician will be assigned to operate this equipment and will be paid for by the permit holder.
27. Gym: Only gym or athletic shoes are permitted on the gym floors. Only participants with adequate supervision shall be in the gym. No food or drinks in the gym (except water for athletes).
28. Athletic Fields: Pets are not permitted on the athletic fields or in the track area.

Group to be served: _____

Date of Event: _____ Time _____ to _____

Rooms or Area to be used: _____

Number of People Involved: _____

Service Required: (cooks, janitor, Etc., per fee schedule)

List of equipment to be used: _____

We hereby state that our organization is familiar with rules and regulations relating to building and grounds use and agree to comply with same. All damages are to be reported immediately and cost born by the user. The release of liability form has been read and signed on the back of this form.

ORGANIZATION _____

REPRESENTATIVE _____

ADDRESS _____

TELEPHONE: HOME _____ BUSINESS _____

Building Available _____

Principal

Superintendent

Approved: YES or NO

Approved: YES or NO

Custodial: _____ (present hourly rate of pay)

NOTE: If a custodian is requested to work past his/her assigned work hours, the organization will be responsible for reimbursing the school system for the overtime involved.

Cooks: _____ (present hourly rate of pay)

Rentals to be determined by The Board of Education.

No equipment of any type is to be taken from the school or school grounds.

Only the room/rooms to which permission is given for usage is to be used!

Non-compliance or disregarding the above section will cancel out the remainder of the permitted use as well as no permission for usage of any room or facilities in the future.

RELEASE OF LIABILITY BY BUILDING AND PREMISES USER

NAME _____ DATE _____

ADDRESS _____ AGE _____

NAME OF ORGANIZATION _____

NATURE OF ACTIVITY _____

DATE OF USE _____ NUMBER OF PARTICIPANTS _____

NAME OF INSURANCE CARRIER (If any) _____

FACILITY TO BE USED: _____

The undersigned, by subscribing to this instrument, hereby states it is his desire to use the building and/or premises owned by the Buckeye Central Local School Board of Education on the date and place and for the purpose as stated above and that in consideration for the use of the premises and facilities, I hereby assume the risk for any injuries that I may sustain in the pursuit of the activities while on the premises, and do hereby remise, release and forever discharge the Buckeye Central Local School Board of Education from any action, suit, damages, claims or judgments that may result from any personal injury I may sustain while on the premises of the Buckeye Central Local School Board of Education while engaged in the activities specified above.

I, the undersigned, understand that if an adult group such as Alumni Basketball, Volleyball, etc. has been approved for use that no students may participate in the activity requested on this form. If parents bring children with them, they must not leave them unsupervised.

I, the undersigned, hereby further agree that I will supervise and control all persons who enter upon the premises in furtherance of the stated activity and do hereby release, remise and forever discharge the Buckeye Central Local School Board of Education from any action, suits, damages, claims or judgments that may result from any personal injuries sustained by any person on the premises of the Buckeye Central Local School Board of Education and while using equipment of said school district while engaged in the activities above and the undersigned does hereby agree to hold said school board harmless from any liability that may result or injury that may occur o any person engaged in the activity as stated above and under the supervision of the undersigned.

In witness hereof, I have executed this release this _____ day of _____.

Signature of Applicant

HOLD HARMLESS CLAUSE

_____ (the community group’s organizational name), in consideration of the use of the facilities of the Buckeye Central Local Schools District, agrees to defend, hold harmless and indemnify the Buckeye Central Local School District Board of Education, its officers, members, employees and agents in both their official and individual capacities (collectively the “Board”) from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of the particular facility, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence or otherwise of _____ (the community group), persons enjoying use of the facility as members or invitee of _____ (the community group), the Board or either part’s agents or employees as defined in Ohio Revised Code Section 2744.01(B), or otherwise.

Date _____

Signature

Print Name

Building Usage Key or Key Fob Policy and Request

I have submitted a completed Building Use Application and request a Key Fob for access for the date and time specified on the Building Use form. Key Fob access to the building will be through the Main Gym Door only. Please remember that you can only use the designated area on the Building Use Form.

Name of Group/Person _____

Date of Activity _____

Time of Activity _____

Signature _____

Key fobs will be issued only with the approval of this application. Building Access will be through the Main Gym Door only. All building rules and regulations must be followed. Key fobs will only be issued for the date and time of your activity. The applicant will be responsible for replacing lost or damaged key fobs at \$75.00 each.