

## Facility Use/Rental Application

This form serves to implement Board policy 7510 and must be completed by individuals and/or organizations wishing to use the District's property. Approval of use of facilities will be prioritized in compliance with Board policy. Users may be required to present evidence of organizational liability insurance. Users accept liability for any damage to property and/or equipment that occurs. No equipment may be used except by written permission and by a qualified operator. No tobacco, vaping, alcohol, or weapons are permitted on the grounds. Users shall be financially responsible for any rental fees and custodial charges. Advanced 50% deposit is required and will be applied to the rental fee. Advanced deposits will not be returned if the school is not notified at least 24 hours in advance of a cancellation. Use must conform to Ohio State Statutes. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

Orga	nization:			Non-Prof	fit: Yes No		
Cont	act Person:						
Contact's Address:			ity)	(Sta	te) (Zip)		
Nam	e/Title of Event:						
Even	t <b>Type</b> : Banquet Meeting [	Other (Specif	y):				
Date	of Event:	Day of the	e Weel	::	W 🗌 Th 🗌 F 🦳 Sat 🦳 Sun		
Event Time:(Start Time)		A.M. P.M. to	P.M.				
Set-L	Jp Time:	☐ A.M. ☐ P.M. <b>T</b> o	ear Do	wn Time:	A.M P.M.		
Num	ber of Guests Expected:	OHP Set-Up R (\$50/hour)	equire		ed off-duty/weekend hours		
	lities Requested: dicates chair only capacity)	Rate:	Equ	uipment Requested:			
	Auditorium (90 with tables)	\$85/hour		TV			
	Meeting Room I (175)	\$75/hour		Projector			
	Meeting Room II (100)	\$60/hour		Chairs			
	Meeting Room III (50)	\$50/hour		Tables			
	Cafeteria* (700)	\$200/hour		Lectern			
	Sloan Kitchen* (60)	\$60/hour		Microphone			
	Conference Room	\$30/hour		White Board			
	Classroom	\$30/hour	6	See technology details and requirements on page 3.			
П	Technical Support (1 hour minimum)	\$50/hour	See				

If kitchen equipment is to be used, price is negotiated based on time, requirements, needs, etc. Any combination of two meeting rooms (I, II, III) is \$100/hour.

Groups may ONLY use the part of the building specified.

## Additional Guidelines:

- No tobacco, vaping, alcohol, or weapons are permitted anywhere on school grounds.
- No candles or open flame permitted other than Sterno for caterers.
- School facilities are on a first come, first served basis and the Board of Education reserves the right to refuse the use of school facilities to any individual or group if it believes the use is not in the best interest of the school district and/or if the event places undo additional work of the departments.
- District Staff are required to be here when any part of the kitchen is used.
- District Staff are required to be here at all times when the school is open.
- District Operation Hours: Mondays-Fridays 7 a.m. to 9:30 p.m., Saturdays 8 a.m. to 2 p.m. Closed Sundays.
- Non-Profit Organizations/Groups: There is no fee unless a special service is required.
- Private Organizations/Groups: Full fees will be assessed.
- OHP Staff will receive a 50% courtesy discount on all fees for personal events.
- Caterers must provide food operation license and liability insurance coverage prior to the date of the event.
- District Superintendent shall have the final authority to make decisions regarding use and charges.
- Events must end no later than 9 p.m. (including clean-up).
- No vehicles permitted on sidewalks.
- District Facilities & Grounds Department must approve all decorations.
- All exits, hallways, etc. must be kept clear.
- Events during school hours: All guests must check in at the front entrance with a driver's license/state ID through the Raptor system.
- Users accept liability for any damage to property and/or equipment that occurs.
- No equipment may be used except by written permission and by a qualified operator.
- Users shall be financially responsible for any rental fees and custodial charges.
- Advanced 50% deposit is required and will be applied to the rental fee. Advanced deposits will not be returned if the school is not notified at least 24 hours in advance of a cancellation.
- Final payment is due upon receiving the invoice.
- Facility use must conform to Ohio State Statutes.
- No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

Requestor has read and agrees to abide by the rules and regulations of the Ohio Hi-Point Board of Education.

Requestor Signature:	 Date:	
School Official Signature:	Date:	

## Please return completed form to:

Veronnica Blair Ohio Hi-Point Career Center 2280 State Route 540 Bellefontaine OH 43311

Email: <a href="mailto:vblair@ohiohipoint.com">vblair@ohiohipoint.com</a> Phone: 937.599.3010 ext. 1211



## **Technology Support**

The technology installed in our meeting rooms was designed to be very easy to use and would not normally require us to provide technical support. However, to ensure a positive experience, you must meet with OHP Technology staff to learn how to use equipment. We are available during our normal business hours. Unless otherwise arranged in advance, technical support will NOT be available outside of normal school hours. Technical support is available for \$50/hour and requires a 1 hour minimum.

HDMI connection is the only option that we provide. You must bring your own HDMI cable and necessary adapters to connect.

The rooms are listed below, along with their installed equipment.

Meeting Rooms 1 & 2 Ceiling mounted projector

Microphone system

Meeting Room 3 Wall mounted 75-inch TV

Microphone system Zoom Room capabilities

Auditorium Portable 84-inch touch-screen TV

No central sound system or microphones This room will be updated in Spring 2023

Classroom 75" wall mounted TV

Cafeteria

(on-site tech support required)

Four 75-inch TVs connected to central

distribution system.

Video can be displayed on 1, 2, 3, or 4 TVs simultaneously, or have different content on

some TVs.

Multiple microphones and complete sound system that can supply the cafeteria.

Please email <a href="mailto:helpdesk@ohiohipoint.com">helpdesk@ohiohipoint.com</a> to arrange a visit with our Technology Department, and someone will get back to you as soon as possible.