



BH 01/23/23

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: vblair@ohiohipoint.com
Phone: 937.599.3010 ext. 1211

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 helpdesk@ohiohipoint.com to arrange a visit with our Technology Department, and someone will get back to you as soon as possible.