

# Request for Use of School Facilities

**Old Fort Local Schools**

**Old Fort, Ohio 44861**

High School 419-992-4291

Elementary 419-986-5166

The Old Fort Board of Education encourages the proper use of school facilities by the community. This use should not interfere with regular school purposes, impose undue burden upon personnel, or deplete funds established for building services or maintenance.

Requesting Group/Organization \_\_\_\_\_

Type of Activity \_\_\_\_\_

Date (s) of Activity \_\_\_\_\_

Facility Reserved from \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM  
Actual Starting Time of Activity \_\_\_\_\_ AM or PM

## **Facility Requested**

- |  |  |
|--|--|
| <input type="checkbox"/> High School Commons   | <input type="checkbox"/> High School Auditorium and/or Stage<br>(Athletic Floor) |
| <input type="checkbox"/> High School Gymnasium   | <input type="checkbox"/> High School Library                                     |
| <input type="checkbox"/> Elementary Gymnasium (Bettsville Campus)                                      | <input type="checkbox"/> Auxiliary Gymnasium                                     |
| <input type="checkbox"/> Elementary Cafeteria  | <input type="checkbox"/> Computer Labs   |
| <input type="checkbox"/> High School Kitchen   |  |
| <input type="checkbox"/> Elementary Kitchen  |  |
| <input type="checkbox"/> Classroom (s) in Elem. or HS (please specify and list room number (s) _____ ) |  |
| <input type="checkbox"/> Area Outdoors (please indicate area requested _____ )                         |  |

## **Additional Equipment Requested**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Address (PA) System | <input type="checkbox"/> Chair (s) – number _____ |
| <input type="checkbox"/> Overhead Projector         | <input type="checkbox"/> Table (s) – number _____ |
| <input type="checkbox"/> Projection Screen          | <input type="checkbox"/> Other Equipment _____    |

Person in-charge of Group/Organization\* \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

*\*If any changes occur, please notify the school office.*

## **Hold Harmless Statement**

The applicant assumes and accepts full responsibility for any and all personal liability claims arising from the use of the facility. The applicant assumes full responsibility for the replacement or repair of school property damaged or stolen during the period of occupancy.

\_\_\_\_\_ agrees to indemnify and hold harmless Old Fort Board of Education and their agents and employees from all liability, claims, damages, or costs, for or arising from the chaperoning of any school field trip or school activity whether it be caused by the negligence of indemnitor or Old Fort Board of Education of either party's agents or employees, or otherwise.

\_\_\_\_\_  
Designated Official

\_\_\_\_\_  
Date

### **School Use**

Request  Approved  
 Disapproved Reason \_\_\_\_\_

\_\_\_\_\_  
Maint. Supervisor

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Superintendent

### Conditions Governing Use of Facilities:

1. Documented evidence of liability coverage by the group, organization, and/or individual requesting access must be submitted at least one week prior to the activity.
2. Charges for costs incurred by the district shall be included in the rental fee schedule approved by the Old Fort Board of Education on an annual basis. All fees are payable to: Treasurer, Old Fort Local School District.
3. Non-profit community service organizations shall be exempt from the rental fee schedule. Depending on the nature of use of the facility (ex. sports tournaments) a custodian may be required and a fee will be charged.
4. All groups will be asked to identify an individual who will be responsible for maintaining clear communication between the group and the superintendent and/or building administrator. It will be required that this individual be present when the group is using the facility and act in a supervisory manner in overseeing the approved activity.
5. Any damage to the building, equipment, or grounds that the Old Fort Board of Education determines to be a result of misuse by an organization or group, shall be restored to its original condition at the organization or group's expense.
6. The kitchen will not be used unless prior arrangements have been made with the superintendent and/or building administrator concerning the possible need for district personnel to be present when the facility is in operation. If a cook is needed there will be an additional charge.
7. There will be no smoking in any area of the building or school grounds pursuant to the Tobacco-Free Schools Policy. Alcoholic beverages may not be served, consumed, or possessed on school property by any organization.
8. For building use other than when custodians are normally in the building, a custodian will be assigned and the cost of the custodial overtime pay will be added to the usual rental fees as determined by the superintendent and/or building administrator.
9. Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls, or other equipment belonging to the district must be made with the superintendent and/or building administrator at the time the application is filled.
10. No renting organization may conduct any illegal activity on school property.
11. If school is closed to inclement weather or other related situations that are determined to be unsafe for the facility to be used, the superintendent and/or building administrator, has the right to cancel and/or reschedule the event.

The following fee schedule will be in effect during regular custodial shift hours\* when additional services of a custodian are not required for the rental use activity. All fees are per hour.

Classroom (Elementary and HS)	\$20.00	Elementary Gymnasium	\$45.00
Elem. Kitchen	\$30.00**	High School Auditorium Stage (not seating area)	\$25.00
HS Kitchen	\$30.00**	High School Gymnasium	\$45.00
Elem. Cafeteria	\$25.00*	Computer Labs	\$60.00
High School Auditorium (with seating)	\$40.00	High School Library	\$25.00
High School Commons	\$25.00	Elementary Library	\$25.00

\* Services of a custodian will be required if the building rental occurs outside of normal custodian work shift or if the services of a custodian are required due to the nature of the rental use activity. The actual cost of the custodian to the Board of Education will be added to the fee charged.

\*\* A cook will be required to be present when the kitchen is used for food preparation. The actual cost of the cook to the Board of Education will be added to the fee charged.