



APPLICATION FOR USE OF FACILITIES SHAWNEE LOCAL SCHOOLS

Kim Custer, Athletic Related Rentals - 419-998-8024
Jenny Jordan, Non-Athletic Rentals - 419-998-8144

<i>For office use only</i>	
Original (File)	_____
Renter	_____
Food Service Supv	_____
Cust/Maint Supv	_____
Bldg Cust	_____
Bldg Prin	_____
Bldg Sec	_____
AV	_____

PERSON RESPONSIBLE FOR RENTAL

Name _____ Phone _____ Email _____

Address _____ City _____ St _____ Zip _____

Organization you are associated with _____

MORE INFORMATION

Date(s) of use _____ Time of Event _____

Time of use From _____ To _____

Purpose of use _____

Number of persons expected to attend _____

FACILITY REQUESTED

Auditorium _____

Cafeteria _____ EW _____ MW _____ Sm MS _____ Lg MS _____ HS East _____ HS West _____

Classroom _____ Please specify _____

Gymnasium _____ EW/Cafe _____ EW New _____ MW _____ East MS _____ West MS _____ HS _____

IMC _____ EW _____ MW _____ MS _____ HS _____

Kitchen _____ EW _____ MW _____ MS _____ HS _____

Music Rm _____ EW _____ MW _____ MS _____ HS _____

SCHOOL/GROUNDS EQUIPMENT NEEDED

Microphone _____ Lights _____ Sound _____ Computer _____

Podium _____ Chairs _____ Tables _____ Restrooms _____

Projector _____ Screen _____ Other _____

A/C (MS Lg Cafe, Board Room, HS or MS IMC, MW or EW School) _____

If you are requesting the use of a projector from Shawnee, please state what equipment you will be attaching to project with: _____

CAFETERIA / KITCHEN EQUIPMENT NEEDED

If the kitchen is going to be used, a cafeteria employee must be present at all times. If food is to be catered, the renter and the caterer need to be aware of this. Please check the items that will be used in the kitchen:

Oven _____ French Fryer _____ Microwave _____ Dishwasher _____

Freezer _____ Refrigerator _____ Mixer _____ Soup Kettle _____

Steam Table _____ Steamer _____ Trash Receptacle / Liners _____

RENTAL POLICIES

BOARD OF EDUCATION POLICY REGARDING USE OF FACILITIES BY OUTSIDE GROUPS AND RESPONSIBILITIES OF GROUPS USING SCHOOL FACILITIES.

Any organization making application for the use of school facilities shall designate, in writing to the Superintendent's designee who will rule on the application, one of the members to be responsible for making arrangements, executing the application and signing all documents required to secure the use of the facilities and agrees as follows:

1. The person signing the rental contract is assumed to be the responsible party and is in charge of the activity for the organization or group which is given permission to use school facilities and must assure personal responsibility for enforcement of these rules.
2. The person in charge of the activity shall further be responsible for the general supervision and safety of all who attend the activity and for the protection of public/private property while on school grounds which may require police protection as determined by the Superintendent's designee. If security personnel are needed, it shall be the responsibility of the organization or group renting or using the building or part thereof, to arrange to have such service provided at the lessee's expense.
3. To indemnify and hold harmless the Shawnee Board of Education, its agents and employees from any and all liability for personal injury, wrongful death or property loss or damage which may arise out of the use of these facilities.
4. To pay the user's fee set forth below within two weeks of receipt of an invoice from the Superintendent's designee.
5. To be responsible for any damage to the building or equipment beyond normal wear of school property. A charge can be assessed for any damage to property.
6. Immediately preceding and immediately following rental of such contract, a walk through will be conducted with an appointed staff personnel if required by the Superintendent's designee. Please do not leave the school until a walk-thru has taken place with the appropriate personnel.
7. The person designated to be responsible shall be notified in writing by the Superintendent's designee of any property damage incurred and shall be responsible for proper compensation to the Board of Education. All property belonging to the Shawnee Local School District shall not be altered in any way or shall be removed as indicated in the terms of the approved request.
8. To have the use of all electrical equipment approved by the appropriate supervisors.
9. To allow no outside equipment, devices or displays attached to and/or erected within the schools without prior approval of the maintenance supervisor.
10. No group will, under any circumstances, tamper with any electrical or heating controls.
11. To immediately contact the Superintendent's designee should any problem arise during the use of the building.
12. School-sponsored student groups must have a teacher present at the activity. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent. An adequate number of adults must be with the group to assure proper care and use of school property.
13. No public event shall infringe upon or interfere with the regular program of the school. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
14. To allow no smoking, alcohol, intoxicants, drugs, or controlled substance, improper language or conduct at any time in school buildings or on school premises. No gambling activities of any description as defined by law as a form of gambling shall be permitted.
15. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
16. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
17. No building/facility is to be used for commercial or personal gain.
18. No building/facility is to be used for any fundraising activity unless the proceeds are for approved charitable, educational, character-building or other community welfare purposes.
19. Building use is not permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
20. The procedure for use of the football stadium follows the conditions outlined for the use of the buildings. Special emphasis is given to providing sufficient law enforcement protection and adult supervision.
21. Service from the custodial staff is to be limited to admitting the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the premises to be used and closing up and properly securing the premises when the organization has left.
22. Specifically regarding auditorium rental:
23. All property belonging to the Shawnee Local Schools including *sound and lighting equipment* shall not be altered in any way or be removed as indicated in the terms of the above request.
24. Only the Auditorium Manager will operate the sound and lights system.
25. NO FOOD OR DRINK allowed in Hugh Downs Auditorium. No food or drink concessions allowed in the lobby of Hugh Downs Auditorium.
26. **WEATHER CONDITIONS:** On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed. The Superintendent or Superintendent's designee reserves right to cancel or limit the use of school facilities due to calamitous conditions. The Superintendent or Superintendent's designee reserves the right to make adjustments in charges or rules when circumstances warrant.

- 27. Any revisions made on Application for Use of Facilities form once it has been signed must be made no later than (3) days prior to scheduled activity.
- 28. **Must provide PROOF OF LIABILITY INSURANCE.**
- 29. The Superintendent reserves the right to reject any applicant upon just cause.
- 30. Failure to comply with all rules and regulations as outlined above shall be just cause to terminate agreement and/or just cause to refuse future rental to any individual, group, or organization.

NOTE: We are proud of our facilities and welcome you to make full use of them. Please instruct your members and guests on our policies in the school building/grounds.

SHAWNEE LOCAL SCHOOLS
3255 ZURMEHLY ROAD
LIMA, OH 45806
Use of District Facilities
Waiver of Liability and Hold Harmless Agreement

1. In consideration for receiving permission to utilize facilities and/or equipment of the Shawnee Local School District Board of education, all participants associated with this use of facilities request hereby release, waive, discharge and covenant not to sue the Shawnee Local School District Board of Education, their officers, agents, servants, or employees (hereinafter referred to as releases) from any and all liability, claims, demands, actions and causes whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by participants or visitors, or any of the property belonging to the district, whether caused by the negligence of the releases, or otherwise, while participating in such activity, or while in, on, or upon the premises where the activity is being conducted.
2. All participants associated with this use of facilities request will be made fully aware of the risks involved and hazards connected with this use of district owned facilities and/or equipment and they hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to them and district property. All participants voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by the district, or any loss or damage to property owned by the district, as a result of being engaged in such an activity, whether caused by the negligence of releases or otherwise.
3. All participants associated with this use of facilities request further hereby agree to indemnify and hold harmless the releases from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to their participation in said activity, whether caused by negligence of releases or otherwise.
4. I understand that the Shawnee Local School District Board of Education does not maintain any insurance policy covering any circumstance arising from participation in this event or any activity associated with or facilitating that participation. As such, all participants are aware that they should review their personal insurance portfolio.
5. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of all participant's families and spouses, if alive, their heirs, assigns and personal representatives, if deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-named releases. All participants associated with this use of facilities request hereby further agree with this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Ohio.
6. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement and that all participants associated with this use of facilities request will be made aware of the provisions of the foregoing Waiver of Liability and Hold Harmless Agreement. On their behalf I acknowledge that I understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

By signing below, you are agreeing to the Rental Regulations, the Rental Fees and also the Use of District Facilities Waiver of Liability and Hold Harmless Agreement.

Print Name

Signature

Date

Proof of liability insurance must be attached.

Rental Fee _____

Personnel Cost _____

Total Fee _____