

RENTAL APPLICATION

NO SMOKING (Buildings and Grounds) PLEASE OBSERVE OUR NO SMOKING BOARD OF EDUCATION POLICY. SIGNS ARE CLEARLY POSTED AT EACH SCHOOL DRIVEWAY. ADDITIONAL SIGNS ARE POSTED ON ENTRANCE WAY DOORS.

DATE(S) OF USE: _____

DAY(S) OF USE: SU M TU W TH F SA (Circle day(s) requesting) _____

TIME ENTERING BUILDING _____ TIME EVENT STARTS: _____

TIME LEAVING BUILDING _____

ENTER AT _____ DOOR _____

SCHOOL REQUESTED _____ ROOM _____

EXTRA EQUIPMENT NEEDED _____

CATERING SERVICES NEEDED _____ YES _____ NO
kitchen facilities not available unless utilizing Food Services Catering Services

NAME OF ORGANIZATION _____

HOW MANY MEMBERS IN GROUP _____

HOW MANY OF GROUP'S MEMBERS LIVE IN THE OLMSTED FALLS SCHOOL DISTRICT _____

INDIVIDUAL RESPONSIBLE _____

PURPOSE _____
Name Address Phone

FEE _____ GROUP STATUS _____

A school employee must be maintained in the building at all times during the period of use. The Board of Education will pay for all services out of the total fee unless other costs for staffing are incurred.

**WARNING: THIS DOCUMENT INVOLVES IMPORTANT LEGAL RIGHTS.
READ IT CAREFULLY BEFORE SIGNING.**

Signature of Applicant _____ Date _____ Signature of Administrator _____ Date _____

The adult person affixing his/her signature on the permit is the responsible representative of the renting group or organization and assumes these risks and liabilities in the name of the group or organization. This person also accepts the responsibility of making sure all participants are aware of the rules and regulations of this contract.

Original to: Organization
Copies to: Principal Athletic Director Buildings & Grounds Invoice
Asst. Principal Food Service Director Snow Removal Coordinator File
Building Secretary Treasurer's Office Maintenance Rotation
Custodian Library/ Media Center

The above named organization agrees to accept the rules and regulations as set forth on the following pages of this agreement.

Facilities of the Olmsted Falls School District are not available for rental by groups or organizations outside the Olmsted Falls School District.

1. Organizations or groups desiring to use school facilities must file, in writing, with the superintendent's office at least ten (10) days prior to the date of use, an application stating:

- | | |
|-------------------------|---|
| a. Name of organization | e. Attendance expected (with roster or affidavit) |
| b. Date desired | f. Equipment needed |
| c. Hours desired | g. Name of person applying and |
| d. Purpose | responsible for the meeting |

If the purpose of the meeting is in accordance with the laws of Ohio and the policies of the Board of Education, a permit will be issued and the scheduled rental fee collected.

2. Permits for the use of school facilities do not include the use of recreational equipment, special furniture, visual aide equipment, public address systems, special lighting equipment, or pianos, unless specifically provided for in the agreement. In general, any furniture or equipment which does not require moving from room to room, and which is not locked, may be used by those renting the room.
3. Organizations or groups using school facilities which involve large numbers of people may be required to provide police protection inside and/or outside the buildings and to act as parking lot attendants in sufficient numbers to handle anticipated crowds. Arrangement to be through superintendent's office and billed accordingly.
4. No materials, refreshments, soft drinks or similar items are to be sold or distributed in school facilities unless permission has been granted in arrangements for use of school property.
5. Use of tobacco in any form, possession and use of intoxicants, drugs, or gambling are prohibited in the school facilities or on school grounds.
6. Fire and safety regulations of the Board of Education, the local communities and the State of Ohio must be followed at all times.
7. The activity must be under competent adult supervision at all times.
8. No portable equipment shall be taken from the school premises.
9. Permit holders shall confer with the Superintendent of Schools to obtain permission to bring materials to rented spaces. The Board assumes no responsibility for damage to property of others.
10. The Board carries insurance covering its legal liabilities. The Board assumes no liability of the lessee and may require a certificate of insurance, special guarantee, or bond against loss.
11. The Board does not consider it desirable and economical for school buildings to be used by small groups which could conveniently meet in smaller quarters (such as private homes), and reserves the right not to grant any permit in such cases.
12. Any organization which charges admission to any school building shall be responsible for full compliance with applicable Federal and State statutes concerning games of chance, tax payments, etc.
13. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this guideline, the judgement of the Superintendent concerning such controversy or dispute shall be final.
14. A permit is not transferable.
15. The granting of a permit for the use of any part of the building or grounds confers no privilege for rehearsals or for any facilities or equipment other than those mentioned in the permit.

16. Premises are rented with the understanding that tipping of custodians or other school personnel is against Board policy. Only the Board may pay employees for services involving the use of the school facilities.
17. The number of tickets sold must not exceed the seating capacity of the auditorium or other facility for which the permit is granted.
18. Scenery, decorations, or equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with the school activities. If there is a delay, the removal will be made by the Board at the expense of the holder of the permit.
19. All persons using gymnasiums for athletic contests must bring a separate pair of shoes to be worn on the gymnasium floor. Only rubber-soled shoes that are non-marking or non-scuffing will be permitted. (No black soles)
20. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection, and observation, and has the authority to eject unruly persons. His/Her services are not at the disposal of the sponsor unless so directed by the building principal.
21. There must be no nailing to floors, walls, or fixtures, no paint dropped on any part of the building and the building equipment must not be marked or defaced in any manner.
22. The facilities may be rented only to established and recognized groups whose primary self-sustaining purpose for existence is service and civic in nature.
23. Spitting is not permitted anywhere inside the building.
24. Small children are to be supervised at all times & are only permitted in designated areas (gym).
25. No bouncing of balls in the hallways.
26. All pets, including small farm animals are not permitted in buildings or on grounds.

RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. No school facility shall be used for any of the following purposes:
 - a. for any program that involves any form of gambling.
 - b. any fund-raising activities, unless the proceeds thereof are used for public school purposes or for approved educational, charitable, religious, or similar community welfare purposes.
 - c. promoting religious or racial prejudice, or for any purposes opposed to the democratic way of life.
2. The following facilities and/or equipment are not available for non-school use:

a. libraries	e. music instruments
b. science laboratories	f. teachers' lounge
c. computer labs	g. offices
d. industrial arts laboratories	h. art rooms

ANY EXCEPTIONS MUST BE APPROVED BY THE SUPERINTENDENT OR HIS DESIGNEE.

Damage to School Facilities - Any organization or group using school facilities shall be responsible for any damage done to these facilities, and shall be held liable and responsible to the Board of Education, or its designated agent, for the total amount of the damages. No school facility will be rented for any purpose in which any suspicion of major damage can be anticipated.

Fee for Rental of School Property - The rental rates for the school facilities shall be according to a schedule available in the office of the Superintendent.

Permit Responsibility - The group or organization using the school property shall save the Board, the individual members thereof, and any and all school officials or employees (free and without harm) from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities.

Safety and Liability - The Board may require the renting organization to provide parking attendants, fire and police supervision and liability insurance if the crowd or program warrants it. The Board of Education requires all renting groups to protect themselves with a public liability policy of not less than \$100,000/\$300,000 bodily injury and \$50,000 property damage or a single limit coverage policy of \$300,000 to cover both bodily injury and property damage. **The renting group must give the Board a copy of the liability insurance policy.**

In consideration of being allowed to use the facilities of the Olmsted Falls City School District, the undersigned for themselves and all members of their organization as well as the heirs, personal representatives and assigns of any of them, hereby waive all rights to file suit against Olmsted Falls City School District, its agents or employees to recover damages by reason of personal injury, death or property damage. The undersigned understands and agrees that this document constitutes a waiver of legal rights and voluntarily agrees to the same.

In further consideration of being allowed to use these facilities, the undersigned on behalf of himself/herself personally and the organization they represent agrees to indemnify and hold harmless the Board of Education of the Olmsted Falls City School District, its agents and employees from any liability for personal injury, death, or property damage including costs of suit and reasonable attorney fees that may arise out of such use.

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN CANCELLATION OF CONTRACT WITH NO REFUND OF FEES.

RULES AND REGULATIONS OF THIS CONTRACT MAY CHANGE WITHOUT NOTICE

According to Administrative Guidelines 4/02

**Please return this form to: Olmsted Falls Board of Education
P.O. Box 38010
Olmsted Falls, OH 44138**

Form revised 2/06