

SPRINGFIELD BOARD OF EDUCATION

2410 MASSILLION ROAD AKRON, OH 44312 (330)798-1111

APPLICATION FOR USE OF SCHOOL FACILITIES

(Name of organization or individual)

(Address)

(City)

(State)

(Zip)

(Phone)

(Email)

(Signature)

(Date)

Requests the use of the following building(s):

<input type="checkbox"/> Administration Building	<input type="checkbox"/> Schrop Intermediate	<input type="checkbox"/> Young Elementary
<input type="checkbox"/> High School and Junior High	<input type="checkbox"/> Spring Hill Elementary	<input type="checkbox"/> Other: <input type="text"/>

The following facilities:

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Gym	<input type="checkbox"/> Playing Field	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> Cafeteria/Commons	<input type="checkbox"/> Library	<input type="checkbox"/> Classroom (please list)
<input type="checkbox"/> Field House	<input type="checkbox"/> Community Room	<input type="checkbox"/> Other: <input type="text"/>	

The following resources:

<input type="checkbox"/> Theatrical Lighting	<input type="checkbox"/> Auditorium Sound	<input type="checkbox"/> Other: <input type="text"/>
<input type="checkbox"/> Portable Sound	<input type="checkbox"/> Portable Projector	

For the purpose of:

(Dates)

(Start Time)

(End Time)

(Expected Attendance)

----- **FOR DISTRICT USE ONLY** -----

Approvals:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
(School Principal)	(Date)	(Athletic Director)	(Date)	(Business Manager)	(Date)

Subject to the following conditions:

Proof of Insurance:

<input type="checkbox"/> Received	<input type="checkbox"/> Not Required
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Fee Class

<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3
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Rental Fee

Miscellaneous Fee

(Description)

Custodial Labor

Cafeteria Labor

Technical Labor

Total Estimated Cost

----- Actual cost will be invoiced after the event -----

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Revised December 2016

Classification of Building User Priority

Class 1	School originated groups: Parent Groups, Boosters, etc.
Class 2	Community groups and non-profit organizations: Boy Scouts, Girl Scouts, Youth Sports, Adult Recreation Leagues, etc.
Class 3	Private, for-profit, groups; Organizations based outside the district and not affiliated with the schools.

Hourly Fee Schedule (Labor not included)

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
Classroom	Excess Cost	\$15	\$35
Conference Room	Excess Cost	\$15	\$35
Cafeteria	Excess Cost	\$25	\$45
Gymnasium	Excess Cost	\$25	\$45
Auditorium	Excess Cost	(\$37.50) \$50	(\$75) \$100

(FEE FOR REHEARSAL/PRACTICE USE)

Hourly Labor Fee Schedule

	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
Custodian	Excess Cost	\$35	\$45
A/V Technician	Excess Cost	\$25	\$35
Maintenance	Excess Cost	\$40	\$50

2 hour minimum for labor charges.

Liability and Insurance

- No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these premises.
- Applicants must present to the District evidence of insurance in the following amounts:
 - Property coverage in an amount not less than \$1,000,000, covering damage to the facilities and
 - Liability coverage in an amount not less than \$1,000,000, covering participant and spectator injury and/or death and errors/omissions of members of said group.
- If additional security is deemed necessary by school officials in connection with the use of the facility, the District shall arrange for security. The renting group shall be responsible for all related expenses.
- Building use shall be fully subject to Policy #7510 (attached).

----- *Actual cost will be invoiced after the event* -----

REGULATIONS FOR USE OF FACILITIES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 30 minutes prior to the activity and for 30 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used by any youth over the age of 18 nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

SUPERVISION OF RENTED FACILITIES

- [] Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
- [] Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
- [] If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
- [] Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.
- [] The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.