

Sylvania Schools
APPLICATION FOR PERMIT TO USE SCHOOL FACILITIES
School Related Groups*

Use of School Facilities

Area organizations that wish to use school facilities after school hours must contact the building principal and complete an application one-week prior to the date of the use. *Application for Permit to Use School Buildings* and *Hold Harmless Clause* forms may be obtained from the principal's office or downloaded and filled out on-line.

The process is as follows:

- √ *Application for Permit to Use School Buildings* – filled out, signed and returned to the building office
- √ *Hold Harmless Clause* – signed and returned to the building office
- √ Certificate of Liability - \$1million – general liability insurance with Sylvania Schools as the certificate holder presented at the time of application
- √ *Rules Governing Use of School Buildings* – applicant's copy

Please note that District facilities are only available after school hours. Users must abide by all District policies and will be liable for any damage incurred during building use. (*Board of Education Policy #7510*). A copy of a certificate of liability (general) coverage indemnifying Sylvania Schools in the amount of \$1 million is required before the use of any District facility can be approved.

If an organization requires the use of lights or sound equipment after normal hours of operation or other special services, it must be indicated on the form. Users will be billed for the special services and for any AV/custodial overtime for use after hours.

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Rental fees - rates are subject to change without notice

Name of Event

Building Facility Required Organization

Date (MM/DD/YY) Reoccurring Yes No If Yes day of week Time in Time out

Contact E-mail address Phone

Address City/State/Zip

Representative of School Related Organization / Group Representative, Sylvania Board of Education

***School Related Groups include:** Parent Organizations, Athletic Booster Organizations, Band, Orchestra & Choir boosters, Academic Boosters, S.C.A.T., Sylvania Community Services (SCS) & Sylvania Area Joint Recreation District. These Groups **WILL NOT** be charged a Building Usage Fee but **MAY** need to pay to cover Custodial, Food Service, or other employee overtime costs. Note that S.C.S. & S.A.J.R.D. **WILL** need to sign a waiver of Liability and submit a certificate of insurance. Signing this form also acknowledges compliance with all terms and conditions of the "Rules Governing Use of School Property".

(For official use)

School Related Groups will never be required to pay any custodial labor cost for use of a building during the regularly scheduled school day **OR** the evening of a regularly scheduled school day (assuming that their use of the facility is completed prior to the end of the custodians regularly scheduled shift). School Related Groups **MAY** be required to pay for custodial labor **IF** their use of the facility involves serving food and/or involves a very large number of participants. This will be at the discretion of the Building Administrator, the Director of Operations and/or the Superintendent (or his/her designee). If the group will be required to pay for any labor charges they will be based on the following rates:

<p><u>Custodial Hours (minimum 4 hours)</u></p> <p>Mon. – Fri. ____ Hrs. @ \$27.00/Hr. - \$ _____</p> <p>Evening/Sat. ____ Hrs. @ \$40.00/Hr. - \$ _____</p> <p>Sun. ____ Hrs. @ \$45.00/Hr. - \$ _____</p>	<p><u>Food Service Staff (Minimum 4 Hrs.)*</u></p> <p>Mon. – Fri. ____ Hrs. @ \$25.00 /Hr. - \$ _____</p> <p>Evening/Sat. ____ Hrs. @ \$35.00 /Hr. - \$ _____</p> <p>Sun. ____ Hrs. @ \$45.00 /Hr. - \$ _____</p>
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Audio / Visual for either Performing Art's Centers (minimum 4 hours)

Technician:
 Mon. – Fri. ____ Hrs. @ \$29.00 /Hr.-\$ _____
 Evenings/Sat. ____ Hrs. @ \$43.00/ Hr.-\$ _____
 Sun. ____ Hrs. @ \$ _____

Services Needed

Lights _____ Sound _____

Other Needs such as tables, chairs etc. (please specify)

*If Kitchen is to be used to prepare food then group must pay the cost of at least 1 District Food service employee.

Athletic Grounds Crew (minimum 4 hours, If Outside Athletic Facilities at High Schools are used)

Mon. - Fri. ____ Hrs. @ \$35.00/Hr. - \$ _____
 Evening/Sat. ____ Hrs. @ \$55.00/Hr. - \$ _____
 Sun. ____ Hrs. @ \$70.00/Hr. - \$ _____

Student Workers

____ Hrs. @ \$8.15/Hr. - \$ _____

Total

\$ _____

Copies to: 1. Applicant 2. Audio Visual 3. Treasurer 4. Building Office 5. Building Custodian 6. Athletic Grounds

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Note that for the labor hours listed (on previous page):

Mon. – Fri. indicates a labor charges for time during a **NORMAL** work day for District employees. Evening/Sat. rate will be charged for anytime beyond the normal work day **EXCEPT** Sunday which has a separate rate listed.

Custodial staff will be paid ½ hour *minimum* for set up, for entire event and for a minimum of ½ Hr. to clean up and lock up *after* the event. Number of custodians required to clean up facility after event will be determined by several factors including (but not limited to) the number of people attending the event and if concessions are sold (or food served) at the event. In this case the lessee will be charged a minimum of 4 Hrs. for the number of custodians required for cleanup of facility.

The above fees will be used to calculate the fees for labor to cover an opening of the facilities designated above. Application of these fees is at the sole discretion of the District. In addition to these fees and submitting this completed form, the group **MAY** also be required to submit a signed waiver of liability and supply the appropriate certificate of Liability insurance. These forms along with the “Rules Governing Use of School Facilities” can be found on the District website at: www.sylvaniaschools.org

Insurance Received _____ On File _____

Hold Harmless Received _____ On File _____

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SYLVANIA SCHOOLS
SYLVANIA, OHIO 43560

HOLD HARMLESS CLAUSE

FOR AND IN CONSIDERATION OF the use by _____
(name of group/organization)

_____ (indemnitor) of the facilities and /or
equipment of the Board of Education, Sylvania Schools, _____
(name of group/organization)

_____ indemnitor hereby agrees to
save, indemnify and HOLD HARMLESS the Sylvania Board of Education and its agents,
representatives, members, and employees from any and all liability, claims, demands,
damages, attorneys' fees, expenses or costs of, or arising out of _____

_____ (describe use and building/facility to be used)

on _____, whether it be caused by or as a result of the
(date of use)

negligence of indemnitor or the Board of Education, Sylvania Schools, or either party's
agents or representatives, employees or otherwise.

(Signature)

(Title)

(Date)

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Rules Governing Use of School Buildings

1. Permits will be void for the following holidays:

Spring and Winter vacations	Day before & Christmas Day	Good Friday
Labor Day	Day before & New Year's Day	Memorial Day
Thanksgiving Day	Martin Luther King Day	Independence Day
Day before and after Thanksgiving	Presidents' Day	

2. Permits will be issued only according to the Sylvania Board of Education Policy 7510 – Use of District Facilities.
3. **“Unless authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.”**
4. The use of intoxicants in school buildings and the use of tobacco on school premises is prohibited.
5. On option of renting, official fee may be required in advance.
6. Requests for cancellation of permits must be received at least forty-eight (48) hours in advance of the effectiveness of the permit. Non-use or failure to secure cancellation will not excuse the applicant from payment of costs incurred.
- Holders of permits will confine their use strictly to those parts of the building and to such equipment as are specified in the permit. Use of projectors or other special equipment is not included.
7. A copy of insurance liability coverage indemnifying Sylvania Schools in the amount of \$1 million is required before the use of the facility is approved. The applicant and the group or organization will be held personally responsible for the use of the school building and property by persons participating in or attracted by the activity. This includes the conduct of opposing teams and visitors or guests.
8. Property damage, theft or loss of supplies and equipment arising from the occupancy of any portion of the building will be charged against the applicant and will cause the cancellation of any further use of school property by the applicant.
9. Applicant shall not sublet any part of the building for which he has a permit.
10. Admission may be charged, articles sold, funds solicited or collected only when special permission has been obtained from the grantor of the permit and when same is so stated thereon.
11. Persons renting facility must furnish security.
12. Applicant agrees to conform to all applicable health and safety codes including but not limited to safe serve guidelines when renting the kitchen area. All volunteers working in kitchen areas must be 16 years of age.
13. Make checks payable to **Board of Education, Sylvania Schools.**

NOTE: When schools are closed during the day for inclement weather, on days students are not in attendance such as Parent-Teacher Conference days, or during other emergencies, the buildings will also be closed to after-school activities.

If payments are in arrears two (2) months, no further approval of rentals will be made until payment is made.