

Sylvania Schools
APPLICATION FOR PERMIT TO USE SCHOOL FACILITIES
Groups Not Affiliated W/ District

Revised: September 2019

*Rental fees - rates are subject to change without notice

Date _____

Name of Event _____

Building	Facility Required			Organization		
Date (MM/DD/YY)	Reoccurring Yes	No	(if yes)day of week	Time in	Time out	Time in (for set up if needed)
Group will be charged ½ hr. prior to this						
Contact	E-mail address			Phone		

Address _____ City/State/Zip _____

I have been provided and read the rules governing the use of school property and hereby agree to all terms and conditions. Additionally, the aforementioned organization using Sylvania Schools Facilities agrees to indemnify and HOLD HARMLESS the Sylvania Board of Education and their agents and employees from all liability, claims, demands and costs, for, or arising out of our use of the Sylvania Board of Education Property whether it be caused by the negligence of the indemnitor or Sylvania Board of Education or neither party's agents or employees, or otherwise. Proof in writing of indemnification and HOLD HARMLESS must first be provided to the Sylvania Board of Education before the use of any facilities will be permitted.

Representative of Contracting Organization / Group _____ Representative, Sylvania Board of Education _____

(For official use)
Building Usage*
 Theatre (PAC) NV or SV - \$250.00/Hr. _____
 Gym (High Schools Jr. Hi) - \$100.00/Hr. _____
 Gym (Elementary School) - \$ 50.00/Hr. _____
 Cafeteria/Commons areas - \$ 75.00/Hr. _____
 Kitchen** - \$ 50.00/Hr. _____
 Classrooms \$ 25.00/Hr. _____

Facility Usage
 Northview Stadium, Nusbaum Stadium, Southview Soccer Field, Timberstone Stadium
Field Use Cost*
 Single Game - \$ 300.00
 Double Header - \$ 450.00
 *Entire Stadium (for Friday Night Football Game) \$1,500.00

Natorium
 Entire Facility \$110.00/Hr. _____
 Lap Lanes \$ 45.00/Hr. _____
 Diving Well \$ 20.00/Hr. _____
 Per Person \$ 5.00/Hr. _____
 Swim Lessons \$ 72.00/child (6 sessions/school yr.)
 Swim Lessons \$ 120.00/child (12 sessions / summer)

Labor Grounds Crew (Flat Rate Minimum Charge) **
 Mon.- Sat. (Single Game) \$200.00
 Mon.-Sat. (Double Header) \$300.00
 Sunday (Single Game) \$300.00
 Sunday (Double Header) \$400.00

Note: Above labor rates include 4 Hrs. of labor for Single games and 6 Hrs. of labor for Double Header. Includes: opening the facility 1 Hr. prior to the start of game, 2 Hrs. (for single game), 4 Hrs. (for double header) and 1 Hr. for cleanup and lock up of facility. If user requests the facility be opened sooner before the game, remain open longer after the game or if concessions are offered then additional hours will be charged at \$55 /Hr. (Mon- Sat) and \$70.00 /Hr. (Sun) in 1 Hr. increments. **Additional charges will apply for Friday night football.

*Lessee *must* pay the cost of at least one (1) custodian to be present the entire length of building opening however additional custodians may be required depending on the number of people expected at the event and if food and/or beverages are served.
 **If Kitchen is rented to prepare food then lessee *must* pay the cost of at least 1 District Food Service employee.

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

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Audio / Visual for either Performing Art's Centers

District Technicians (minimum 4 hours)

Technician:
 Mon. – Fri. _____ Hrs. @ \$32.00/Hr.- \$ _____
 Evenings/Sat. _____ Hrs. @ \$48.00/Hr.- \$ _____
 Sun. _____ Hrs. @ \$64.00/Hr. - \$ _____

Custodial Hours (minimum 4 hours)

Mon. – Fri. _____ Hrs. @ \$29.00/Hr. - \$ _____
 Evening/Sat. _____ Hrs. @ \$44.00/Hr. - \$ _____
 Sun. _____ Hrs. @ \$58.00/Hr. - \$ _____

Services Needed

Lights _____ Sound _____

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

Athletic Grounds Crew (minimum 4 hours)

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

Kitchen Hours (minimum 4 hours)

Mon. – Fri. _____ Hrs. @ \$26.00/Hr. \$ _____
 Evening /Sat. _____ Hrs. @ \$39.00/Hr. \$ _____
 Sun. _____ Hrs. @ \$52.00/Hr. \$ _____

Student Workers (Audio / Visual)

_____ Hrs. @ \$10.00/Hr.

Total (from previous page)

\$ _____

Total (this page)

\$ _____

Total Estimate

\$ _____

Insurance _____

Received _____

On File _____

Hold Harmless _____

Received _____

On File _____

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

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

Custodial staff will be paid ½ hour *minimum* for set up, for the entire event and for a minimum of ½ Hr. to clean up and lock up *after* the event. The number of custodians required to clean up the 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 the facility.

The above fees will be used to calculate the fees for labor to cover an opening of the facilities designated above. The 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

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