

Ironton City Schools

Rental Form

Building: _____ Facilities Used: _____

Date(s) of Use: _____

Hours of Use: From _____ to _____ = Total Hours _____
(Rental time starts when doors are opened and stops when doors are locked)

Renting Organization

Organization's Representative: _____

Representative's Address: _____ Phone #: _____

Classification of rental: Civic: _____ Commercial: _____
(check one)

Signature of Renting Organization's Representative

Date

Superintendent's Signature

Date

For Office Use Only:

Rental Fee: \$ _____ per hour includes cost of one custodian and/or cafeteria worker.

Rental Fee Received On: _____

Remarks:

Special Instructions:

cc: Superintendent/Principal
Audio Technician
Maintenance Supervisor

Ironton City Board of Education
105 South Fifth Street
Ironton, Ohio 45638

_____ (Indemnitor) agrees
to indemnify and HOLD HARMLESS the Ironton City Board of Education and
their agents and employees from all liability, claims, demands, damages, or costs,
for, or arising out of

_____ (subject
of indemnity) whether it be caused by the negligence of indemnitor or the Ironton
City Board of Education or either party's agents or employees, or otherwise.

Facility to be used

Date of use

Signature of Chief Officer requesting use of school facility

Rental and Use of Buildings and Facilities

The Board encourages the community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

Conditions Governing Use of School Facilities

1. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
2. No building is used for any activity except approved charitable, educational, or community welfare purposes.
3. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
4. On days when school is closed because of snow, all rentals scheduled for that date are responsible for excess cost due to snow removal.
5. Building use is not permitted for private individuals or family affairs other than weddings and wedding receptions. Other than this listed exception, buildings are to be reserved for community group use only.
6. No group will, under any circumstances, tamper with any electrical or heating/cooling controls.
7. The kitchen is not used by any group unless arrangements are made to have one of the regular food service workers present.
8. Tobacco products and alcohol are not permitted on school property.
9. The Board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages which might be done to any property, equipment or grounds.
10. The Superintendent has the right to require the renter to provide sufficient law enforcement protection and adult supervision when deemed necessary.
11. School-sponsored student groups must have a teacher present at the activity.
12. Nonschool-sponsored student groups must have a teacher present or an adult approved by the Superintendent. Groups which use school facilities must possess liability insurance.

Applications

An application is necessary when a group or organization not part of the District wants to use a school building or grounds. An applicant must assure the Superintendent that the group/organization will comply with all regulations and respect the property, equipment and grounds of the school.

1. Intends to provide a program which promotes the welfare of the community and be for community purposes;
2. Guarantees orderly behavior;
3. Underwrites any damages due to its use of the premises;
4. Pays for the use of equipment, property or grounds at the established rates and
5. Possesses liability insurance.

Applications must be issued on a designated form. The following conditions are to be observed:

1. Fees are assessed in accordance with a schedule adopted by the Board. The Superintendent has the authority to adjust fees as deemed appropriate.
2. Permission must be obtained from the principal for the use and re-arrangement of any school equipment or furniture and be at the principal's personal direction. If such items are to be moved, they are moved by the using organization and replaced in the original location.
3. Food may be served provided that care is taken to ensure that the area used is left as clean as it was before the meeting.
4. Service from the maintenance staff is to admit the organization after its sponsor arrives, assisting the sponsor in an advisory capacity concerning the facilities, repair items that may not be working properly, closing up and properly securing the facilities when the organization has left.

Processing the Application

Application forms are available in the office of the Superintendent. The application of a community group to use a school building or facilities is filed with the Superintendent at least 30 days prior to the date of the proposed use.

After the application is cleared by the principal, it is sent back to the Superintendent at least 10 days in advance of anticipated use. The Superintendent arranges for special custodial or kitchen help. After checking for any type of District conflict on the composite calendar, the responsible school official notifies the applicant of the approval or disapproval of the request at least seven days in advance of the requested date of use. Rental fees are due upon notice of approval.

Hold Harmless Declaration

Applicants must complete the Hold Harmless Declaration to use the facilities.

_____ (Indemnitor) agrees to indemnify and HOLD HARMLESS the Board of Education and its agents and employees from all liability, claims, demands, damages or costs for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of indemnitor or the Ironton Board of Education or either party's agents or employees, or otherwise.

Use of Special Equipment

Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls or other equipment belonging to a school must be operated by a school employee, and arrangements be made with the Superintendent at the time application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware requires the assignment of a food service worker. The cost of the special equipment operator and/or food service worker will be added to the rental fee.

School equipment must be carefully maintained, accounted for and properly used since it involves a considerable expenditure. It is a general policy not to loan school equipment to outside groups. An exception may be made if a staff member accompanies the group and operates the equipment and the request is approved by the Superintendent.

The Ironton City School District Rental Fees

<u>Ironton High School</u>	<u>Hourly Rate</u>
Cafeteria and Kitchen	\$150
Auditorium and Stage	\$300
New Gymnasium	\$200
Great Room (Old Library)	\$100
<u>Ironton Middle School</u>	
Gymnasium	\$200
Kitchen and Cafeteria	\$150
<u>Ironton Elementary School</u>	
Gymnasium	\$100
<u>Lighting/Sound</u>	
Lighting/Sound Operator	\$20.00 per hour
Lighting/Sound Assistant	\$8.00 per hour