

BELPRE CITY SCHOOL DISTRICT
2014 Rockland Avenue, Belpre, OH 45714
(740)423-9511 FAX (740)423-3050

REQUEST FOR USE OF SCHOOL FACILITY – LEASE AGREEMENT
Must be submitted to the Building Principal 2 weeks in advance

Campus Location (please circle one): High School Lawton Belpre Elementary Stone District Office

Contact Name (must be 21 years of age): _____ Organization: _____

Address: _____

Phone (home/cell): _____ (work) _____

Purpose of Use: _____

Date(s): _____ Time(s): _____

Additional area(s) needed, please circle all that apply:

Classroom(s) Football Stadium w/lights Gymnasium Kitchen Restrooms
Multi-Purpose Room Grounds Locker Rooms Eagle's Nest

Equipment needed: _____

Furniture needed: _____

Will Admission Be Charged? Yes or No

Will Concessions Be Sold? Yes or No

We agree to be responsible for any damages which may be caused to the facility by our use, and we further agree that we will pay fees indicated by the fee schedule. It is further agreed to indemnify and hold the Belpre Board of Education, School District and Administrators harmless for any liability or damages the Belpre Board, District or Administrators may suffer as the result of claims, demands, causes or judgements against it arising out of named organization and/or individual's use of the Belpre City School District facility and to underwrite any damages due to the use of the premises. We acknowledge that Belpre City Schools provide smoke/tobacco free campuses at all times as directed in Board Policies 3215, 4215 and 5512. It is the responsibility of the event sponsor to enforce these and all Board Policies during the event for which you are requesting Board owned facilities.

It is further agreed that if it is necessary to cancel this request we will contact Dion Vance @ 304-483-6308 with a 24HR Notice to avoid charges.

We have read and agree to ALL rules, regulations and fees? Yes or No Signature: _____

Request Granted: ____ **Request Denied:** ____

Building Principal: _____ Date: _____

(Building Principal – Please send to the Superintendent immediately)

Request Granted: ____ **Request Denied:** ____

Superintendent: _____ Date: _____

Applicable Facility Fees: ____ Applicable Personnel Fees: ____ Fees Waived: ____

Comments: _____

Custodian/Cook

Did organization occupy the facility stated above? _____

Did organization occupy the facility on the date(s) stated above? _____

Did organization occupy the facility at the time(s) stated above? _____

Custodian/Cook Signature: _____ Date: _____

Organization Responsible Person

We occupied the facility stated above: _____

We occupied the facility on the date(s) stated above: _____

We occupied the facility at the time(s) stated above: _____

Organization Responsible Person Signature: _____ Date: _____

Copies to: Building Principal Maintenance Foreman/Café Manager Applicant File Treasurer

FACILITY FEE SCHEDULE

High School Gym	\$60.00 per hour	Athletic Field - Afternoon	\$40.00 per hour
Elementary School Gym	\$50.00 per hour	Athletic Field - Evening	\$80.00 per hour
Lawton School Gym	\$40.00 per hour	Kitchen (any location)	\$30.00 per hour
Stone/District Office Gym	\$40.00 per hour	Eagle's Nest (Lawton)	\$20.00 per hour
Elementary Multi-Purpose Room	\$40.00 per hour	Classroom (any location)	\$20.00 per hour
Computer Lab	\$40.00 per hour	Equipment Use	\$10.00 per hour

PERSONNEL FEE SCHEDULE

Custodian	\$25.00 per hour	Cook	\$21.00 per hour
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All fees should be payable to: Treasurer – Belpre City Schools, 2014 Rockland Avenue, Belpre, OH 45714

RULES AND REGULATIONS

1. Groups requiring set-up and take down (tables, chairs, etc.) must provide their own work party. Groups requesting the Board of Education to provide these services will be charged according to the fee schedules.
2. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provisions should be made to handle anticipated crowds.
3. All applications will be issued for specific room(s) or area(s), and it shall be the responsibility of the renting organization to see that the remainder of the building is not entered or disturbed.
4. Belpre City Schools provide smoke/tobacco free campuses at all times as directed in Board Policies 3215, 4215 and 5512. It is the responsibility of the event sponsor to enforce these and all Board Policies during the event for which you are requesting Board owned facilities.
5. No alcoholic beverages are permitted to be brought in or consumed in school buildings or on school grounds.
6. Gambling is prohibited in school buildings and on the premises.
7. The rental organization is responsible financially for breakage or damage to equipment and facilities, including theft thereof.
8. No open flame decorations shall be permitted. Regular decorations must be as fireproof as possible. Decorations shall not be fastened to walls or ceilings with nails, screws, scotch tape or other fasteners that will damage the finish of the surface. Nails, screws or other fasteners shall not be used to fasten decorations to the floor.
9. All electrical equipment (ex: stage lights, scoreboards) and arrangements shall be in charge and control of the Board of Education or its representative.
10. Any group which limits membership in, or attendance at, its activities on the basis of race or color shall not be allowed the use of school buildings or grounds.
11. When gymnasiums are used, gym shoes are required. Only participants with adequate supervision shall be in the gym.
12. No group is admitted without an approved Facility Use Form, and only at the time stated and with proper supervision.
13. The Board of Education reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of school property and general welfare of the community, including the cancellation of any Facility Use Form.
14. The Board of Education assumes no responsibility for lost property.
15. Automobiles shall be driven and parked in areas provided.
16. The Board may require the user to furnish liability insurance.
17. The size of the audience must be restricted to the actual seating capacity of the facilities being used. With no exception, may the established capacity rating provided by the State Fire Marshal's Office be exceeded.