

BELPRE CITY SCHOOL DISTRICT

2014 Rockland Ave.

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

Office Use:

Date Received: _____

Name of Building/Grounds/Facility: _____

Person(s) or Organization Requesting Facility Use:(Must be 21 years of age) _____

Contact Person: _____ Address: _____

Phone Number (Home): _____ (Work): _____

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 below. It is further agreed that the building principal's and superintendent's office will be notified if it is necessary to cancel this request. 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 judgments 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.

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.

Purpose of Use: _____

Date(s) of Use: _____ Time(s) of Use: _____

What Time Should Custodian/Cook Arrive? _____ Expected Attendance: _____

Area(s) Needed: (Be specific)

Classroom(s) Track Football Stadium w/lights Gymnasium Kitchen

Baseball/Softball Field Restrooms Multi-Purpose Room Grounds Dressing Rooms Eagle's Nest

Other: (Specify) _____

Grounds: (Specify) _____

Equipment Needed: (Specify) _____

Furniture Needed: (Specify) _____

Will Admission Be Charged? Yes No Will Concessions Be Sold? Yes No

Have You Read All Rules and Regulations? Yes No Signature: _____

Request Granted: **Request Refused:**

Building Principal: _____ Date: _____

(Building Principal – Please send to the Superintendent Immediately)

Request Granted: **Request Refused:**

Superintendent: _____ Date: _____

Applicable Facility Fees: _____

Applicable Personnel Fees: _____

Fees Waived: _____

Copies to: Building Principal Maintenance Foreman Custodian Applicant File Treasurer

(Over)

FEE SCHEDULE – HOURLY RATES

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

Custodial Service / Cafeteria Service – Reimbursement to the district for prevailing wages and benefits

Groups who require additional custodial services or whose activities extend the regular work hours of individual custodians will be charged for said services.

Fees may be reduced for student groups or charity groups at the discretion of the superintendent.

All fees should be sent to: Treasurer – Belpre City Schools, 2014 Rockland Ave., Belpre, OH 45714

RULES AND REGULATIONS

1. Groups requiring set-up and take down (tables, chairs, etc.) must provide their own working party. Groups requesting the Board of Education to provide these services will be charged according to the fee schedule.
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 (example: stage lights, scoreboards) and arrangements shall be in charge and control of the Board of Education or its representatives.
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.