

ASHTABULA AREA CITY SCHOOLS
 6610 Sanborn Road
 Ashtabula, Ohio 44004
 440-992-1206

BUILDING USE INFORMATION

Organization _____ Purpose/Activity _____
 Area(s) _____
 Requested _____ Building _____

<u>Date(s) Requested</u>	<u>Time</u>	<u>Equipment Needed</u>	<u>Custodian/Cook</u>
_____	_____	_____	_____
_____	_____	_____	_____

<u>Organization Representative</u>	<u>Date</u>	<u>Building Principal</u>	<u>Date</u>
_____	_____	_____	_____

Bill to: _____ Telephone No. _____

Address _____

TYPE OF GROUP:

Category 1 – Student Group _____ Category 2 - Community Group Affiliated with the Schools _____
 Category 3 – Community Non Profit Group _____ Category 4 – Private Non Profit Group _____ Category 5 - Commercial User _____

CHARGES: (Building Administrator shall circle the amount charged)

Auditorium (LHS)	\$500.00 per day
Large Group Instruction (LHS)	\$250.00 per day
Stadium (LHS)	\$500.00 per day
Outdoor Fields (LHS/LJHS)	\$100.00 per field per day
Cafeterias/Commons/Gyms (All)	\$250.00 per day
Classrooms (All)	\$50.00 per room per day
Custodial Personnel Charges	\$40.00 per hour
Maintenance Personnel Charges	\$40.00 per hour
Food Service Personnel Charges	\$25.00 per hour (does not include food or supplies)
Transportation Charges	\$40.00 per hour / \$5.00 per mile

Nutrition Services Needed <input type="checkbox"/> Yes <input type="checkbox"/> No Are refreshments being provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who will they be provided by: <input type="checkbox"/> Nutrition Services <u>or</u> <input type="checkbox"/> Outside Caterer If outside caterer, will they need use of kitchen? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what time? _____ am / pm
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Technology Services Needed <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Type of Need: _____ _____ _____

Use of Building _____ times @ \$ _____ = \$ _____
 Labor _____ hours @ \$ _____ = \$ _____ Billed _____
 TOTAL Paid _____

NOTE: Outside groups that use school property will be required to leave property in clean and orderly condition. Failure to do so will result in additional charges for labor costs related to clean-up.

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CONTRACT FOR THE USE OF SCHOOL FACILITIES

THIS CONTRACT made an entered into at Ashtabula, Ohio, by and between the Board of Education of the Ashtabula Area City School District hereinafter referred to as "SCHOOL" and

hereinafter referred to as "RENTER".

THAT in consideration of being permitted to use facilities at the Ashtabula Area City School District, the Renter agrees to the following terms and conditions:

1. That the following information is true and correct:

FACILITIES REQUESTED _____

DATE OF USE _____

TIME OF ARRIVAL _____ TIME OF DEPARTURE _____

NAME OF ORGANIZATION _____

ESTIMATED NUMBER OF PERSONS TO USE FACILITIES _____

PURPOSE OF USE _____

SPECIAL EQUIPMENT REQUESTED _____

INDIVIDUAL RESPONSIBLE _____

Name

Address

City

State

Zip

Telephone Number

2. That the person affixing his/her signature hereto is the responsible individual who is authorized to sign this contract on behalf of the organization.
3. Permits for use of school facilities do not include the use of recreational equipment, special furniture, visual aid equipment, public address systems, special lighting equipment, or pianos, unless specifically provided for in the agreement. In general, any furniture or equipment which does not require moving from room to room, and which is not locked, may be used by those renting the room.
4. Organizations or groups using school facilities which involve large numbers of people may be required to provide police protection inside and/or outside the buildings and to act as parking lot attendants in sufficient numbers to handle anticipated crowds. Arrangement to be through superintendent's office and billed accordingly.

5. No materials, refreshments, soft drinks or similar items are to be sold or distributed in school facilities unless permission has been granted in arrangements or use of school property.
6. The following are prohibited in all school buildings and on all property owned and operated by the school district:
 - a. the use of tobacco in any form;
 - b. the possession and/or the use of all weapons, firearms and explosive ordnance;
 - c. the possession and/or the use of intoxicants, drugs and alcohol; and
 - d. gambling.
7. The use of inflatable devices (bounce houses, moonwalks, inflatable slides, ball pits, etc.) is prohibited in all school buildings and on all property owned and operated by the school district.
8. Fire and safety regulations of the Board of Education, the local communities, and the State of Ohio must be followed at all times.
9. The activity must be under competent adult supervision at all times.
10. In consideration of being allowed to use the facilities of the Ashtabula Area City School District, the undersigned for themselves and all members of their organization as well as the heirs, personal representatives and assigns of any of them, hereby waive all rights to file suit or pursue any other remedy against the Board of Education of the Ashtabula Area City School District, its agents or employees to recover damages by reason of personal injury, death or property damage. The undersigned understands and agrees that this document constitutes a waiver of legal rights and voluntarily agrees to the same.
11. In further consideration of being allowed to use these facilities, the undersigned on behalf of himself/herself personally and the organization they represent agrees to indemnify and hold harmless the Board of Education of the Ashtabula Area City School District, its agents and employees from any liability for personal injury, death or property damage including costs of suit and reasonable attorney fees that may arise out of such use.
12. Any organization or group using school facilities shall be responsible for any damage done to these facilities, and shall be held liable and responsible to the Board of Education, or its designated agent, for the total amount of the damages.
13. Any organization or group not properly securing these facilities after use will be access an appropriate fee to compensate the school representative required to return to the building for this purpose.
14. The Board may require the renting organization to provide parking attendants, fire and police supervision and liability insurance if the crowd or program warrants it.
15. That on behalf of the above named organization, the undersigned agrees to each of the rules and regulations set forth in this contract.

WARNING: THIS CONTRACT INVOLVES IMPORTANT LEGAL RIGHTS. READ IT CAREFULLY BEFORE SIGNING.

RENTER _____ Date _____

BUILDING PRINCIPAL _____ Date _____

TREASURER _____ Date _____