

Organization: _____ Date _____

Representative: _____ Phone: _____

Your Address: _____ Alt. Phone: _____

Location: Shawnee Woodlands McCormick Jr. High High School

Extra Custodian Needed _____

Approximate Hours Needed for Custodian _____

Rental Cost _____

Room/Area _____

Date (s) Requested _____

Time (s) _____

Description of Use: _____

Services Requested _____

Insurance Information

Does your group have liability insurance? Yes No

Name of groups' insurance company: _____

Hold Harmless Clause

_____ (*Group Name*) agrees to indemnity and HOLD HARMLESS the Huron Board of Education and their agents and employees from all liability, claims, demands, damages, or losses arising out of _____ (*group activity*) whether it be caused by the negligence of indemnitor or the Huron Board of Education or either party's agent, employees, otherwise.

Center Guidelines

1. Any changes in the above stated specifications must be approved the Administrator in charge, prior to the activity.
2. The renting organization and/or representative accept all responsibility for any claims for damages or injuries to persons or property incurred as a result of the above stated activity.
3. Any and all damages of equipment and/or facility shall be charged to the person and/or organization named above.
4. If the building/facility is closed the day of activity because of inclement weather, special circumstances or an emergency, the activity will be cancelled.
5. The renting organization is responsible for providing all security for its activity. Huron Schools is not responsible for items/articles lost or stolen.
6. Huron City Schools activities take priority over all rental activities.
7. Facility use must be paid prior to the activity-taking place.

Superintendent's Comments:

Building Principal

Superintendent

BUILDING OPENING POLICY AND PROCEDURE

The Huron Board of Education will co-operate and encourage the use of the school property for community affairs. The following is a list of guidelines concerning policy and procedure for use of public school buildings.

A building use permit must be secured for all building uses. Application for permit may be obtained from any school office or the office of the Board of Education. Applications must be submitted to the office of the Board of Education at least 3 days prior to the opening of the building.

Applications for building use permits must state clearly the space required, the equipment needed, and the exact time that the building will be occupied by the organization. This should include time preparing for and cleaning up after a building opening. Only such equipment as requested at the time of application of permit may be used. By the permit holder. A person signing the application for the permit will be held responsible for conduct and any damage incurred to the building or equipment used.

(Section 3313.79, Ohio Revised Code, Responsibility for Damage, payment of actual expenses, "Any organization or group of citizens permitted to use the properties specified in section 3313.76 of the Revised Code shall be responsible for any damage done them over and above the ordinary and shall if required, pay the actual expenses incurred for janitor service, light and heat.")

SCHOOL EVENTS AND SCHOOL ACTIVITIES shall always take precedence over requests from other organizations. All other applications shall be considered according to the time received in the Board Office.

The Board of Education reserves the right to cancel or deny permits when sufficient cause justifies such action in the interest of the community. ***Charges for use of the school buildings shall be made at the following rates and conditions indicated:

a. A \$20.00 flat fee will be assessed for all building uses after 5:00 PM that involve casual recreation; community non-profit organizations; and functions that directly or indirectly benefit the Huron City Schools and/or Huron Community. *(Fee adopted 5/19/1987, No. 1406)*

b. A \$25.00 per hour rate will be assessed for all building uses that involve programs for individual or group profit making; non-Huron groups; individuals or organizations; and functions that do not directly or indirectly, benefit the Huron City Schools and/or Huron Community. *(Fee adopted 5/19/1987, No. 1406)*

c. The Superintendent's office will be responsible for determining the classification of (a) or (b).

d. An additional \$27.00 per hour fee (in addition to (a) or (b) above) will be assessed for custodial service when a custodian is not on regular duty. Should a custodian not be on duty, the person/organization using the building is responsible for cleaning and locking up. The principal will determine if a custodian must be on duty when facilities are used and school is not in session.

PLEASE REMEMBER: Your Board of Education, as Custodian of Public Property, must protect the interests of ALL the taxpayers and electorate and is obligated to see that the general use of the buildings does not increase the total cost of operation to such an extent as to seriously hinder its major obligations providing

instruction for the youth THE HURON CITY SCHOOL DISTRICT.