



HURON CITY SCHOOLS FACILITY RENTAL AGREEMENT

Organization: _____ Date: _____

Representative: _____ Phone: _____

Address: _____ Alt. Phone: _____

Location: *Please check the appropriate building you request to use.*

Woodlands____ McCormick____ Huron High____

Date(s) Requested: _____ Time(s): _____ Hours Needed For Custodian: _____

Rental Cost: _____ Room/Area: _____

Description of Use: _____

Services Requested: _____

Extra Custodian: _____

Insurance Information Does your group have liability insurance? Yes___ No___

Name of group's insurance company:

Hold Harmless Clause

_____ (Group Name) agrees to indemnify 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 is caused by the negligence of indemnitor or the Huron Board of Education or either party's agent, employees, otherwise.

Center Guidelines

1. The Administrator must approve any changes in the above-stated specifications in charge before the activity.
2. The renting organization and 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 facility damages shall be charged to the person and organization named above.
4. The activity will be canceled if the building/facility is closed on the day of the activity due to inclement weather, special circumstances, or an emergency, the activity will be canceled.
5. The renting organization provides 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.

Building Principal

Date

Superintendent

Date



BUILDING OPENING POLICY AND PROCEDURE

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

A building use permit must be secured for all building uses. A permit application 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 three days prior to the opening of the building. Applications for building use permits must clearly state the space required, the equipment needed, and the exact time the organization will occupy the building. The permit application should include time preparing for and cleaning up after a building opening. Only such equipment as requested at the time of permit application may be used. By the permit holder. A person signing the application for the permit will be held responsible for the 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 by 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 the 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 involves casual recreation; community non-profit organizations; and functions that directly or indirectly benefit the Huron City Schools and 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 Huron Community. *(Fee adopted 5/19/1987, No. 1406)*
- c. The Superintendent’s office will determine 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 the 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.