

# APPLICATION FOR USE OF SCHOOL DISTRICT/COMMUNITY FACILITIES

**Ottawa Hills Local Schools – Toledo, Ohio 43606 – (419) 536-6371**

**For Community Room or Scout House – Return to Community Coordinator**

**For all other facilities – Return to Building Principal**

Name of Organization: _____	Date: _____
Person in Charge: Name _____	Phone: _____
Address: _____	
Person in Charge of Key to Facility: _____	Phone: _____

Building/Facility Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_ Number Expected \_\_\_\_\_

Will custodian services be needed? (Please check what is needed.)

Room/Seating Arrangement Requested \_\_\_\_\_

Special Equipment Requested (please list) \_\_\_\_\_

Other \_\_\_\_\_

Dates	Start Time	End Time

Office Use Only	MM _____	Custodian _____
Admission Fee: _____ Yes _____ No _____	Admission Charge: _____	
Facility Rental Fee: _____	Custodial Fee: _____	Total Fee: _____
(Please see Fees for Use of School District Facilities. Full payment of fees due two weeks in advance of activity.)		
Proof of liability insurance required _____	Yes _____	No _____

Applicant is responsible for supervision of the above activity, for the conduct of persons present at the activity, and for any damage which may result to school property. Applicant further agrees to be responsible for all charges that may be made.

Applicant agrees to indemnify and hold harmless the Ottawa Hills Board of Education and its agents and employees from all liability, claims, demands, attorney fees, or costs for, or arising out of, or occurring during the Applicant's use of school facilities, whether caused by the negligence of indemnitor or Ottawa Hills Board of Education or either party's agents or employees, or otherwise. I understand that this permit does NOT include accident, liability or personal property insurance. Furthermore, I understand that neither the Board of Education nor any of its agents or employees shall be liable in the event of an accident, personal injury or loss of personal property at any site where activities are held, and Applicant hereby releases Ottawa Hills Board of Education, its agents and employees from any claims in connection with same. If required by the Ottawa Hills Board of Education, Applicant shall obtain from each participant in the activity a signed waiver and release, in a form prescribed by the Board of Education, which waives any and all claims against the Board of Education and releases the Board of Education from liability in connection with Applicant's use of school facilities. All such waivers must be provided to the Board of Education prior to Applicant's use of school facilities.

**APPLICANT MUST SIGN IN SPACE DESIGNATED BELOW.**

<input type="checkbox"/> Check here if the applicant is an individual	<input type="checkbox"/> Check here if the Applicant is an organization, and this Application is being signed by an authorized Representative of the organization.	
I have read this APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES AND GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF SCHOOL DISTRICT FACILITIES and I hereby agree to all terms and conditions.		
_____ (Print Name)	_____ (Signature)	_____ (Date)
School Official	<input type="checkbox"/> Approves	<input type="checkbox"/> Disapproves
_____ (Signature of School Official)	_____ (Date)	

**GENERAL TERMS AND CONDITIONS GOVERNING  
THE USE OF SCHOOL DISTRICT FACILITIES**

1. Applicant is financially responsible for (a) any extraordinary cleaning requirements arising from Applicant's use of the school facilities or grounds, and (b) the amount of the Board of Education's insurance deductible in the event an insurance claim is made for liability, property damage or personal injury resulting from Applicant's occupancy or use of the school facilities or grounds.
2.  If this box is checked, Applicant is also responsible for any liability, property damage, personal injury, theft or loss of supplies and equipment arising from Applicant's occupancy or use of school facilities or grounds. In such case, Applicant shall provide the board of Education with proof of comprehensive liability insurance in amounts not less than \$500,000.00/individual and \$1,000,000.00/aggregate claim, naming Ottawa Hills Board of Education as an additional insured.
3. It is understood by the requesting organization that the Superintendent reserves the right to rescind permission to use the school facilities or grounds if they are needed by the Ottawa Hills Schools.
4. Smoking and/or use of tobacco, the use, possession, or consumption of alcoholic beverages in any form, drugs, drug paraphernalia or gambling are prohibited on school grounds and in school buildings.
5. Fees involved with the use of school facilities must be paid two weeks in advance to: Treasurer, Ottawa Hills Schools, 3600 Indian Road, Toledo, OH 43606.
6. In signing the Application, the applicant agrees to all terms and conditions, including proof of insurance, set forth in the Application and General Terms and Conditions, and agrees to furnish any additional requested information.

**APPLICANT MUST SIGN IN SPACE DESIGNATED BELOW.**

I have read this APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES and GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF SCHOOL DISTRICT FACILITIES and I hereby agree to all terms and conditions.

\_\_\_\_\_  
(Date)

Print Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_  
Individually or on behalf of Organization

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone No. \_\_\_\_\_

## USE OF SCHOOL DISTRICT FACILITIES

The Ottawa Hills Board of Education believes that the school facilities and grounds of the School District should be made available for community use, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board shall make available the use of School District facilities and grounds when permission has been requested in writing by a school or community sponsored group, an outside group, or an individual resident, responsible for the activity.

The School District facilities and grounds shall be available for the uses listed below. When there are competing interests, approval will be given according to the following priorities:

1. Uses directly related to the schools and the operation of the schools
2. Uses and groups indirectly related to the schools
3. Uses for voter registration and elections
4. Community organizations or groups formed for charitable, civic, religious, or educational purposes
5. Departments or agencies of government
6. Other such purposes that promote the welfare of the community, provided such meetings are non-exclusive and open to the general public
7. The use of the District's grounds and facilities, except for the Scout House, shall not be granted for private social functions.

Any organization or group of citizens permitted to use the school district facilities shall be responsible to pay for any damage done over and above ordinary wear, and shall, if required, pay the actual expenses incurred for custodial services, light and heat.

Guidelines for the Use of School District Facilities will be developed by the Superintendent for granting permission to use the District's facilities. Guidelines will include the following:

1. Requirements to present evidence of the purchase of organizational liability insurance to the limit prescribed in the Guidelines.
2. Financial liability for damage to the facilities or equipment, and for proper supervision of individuals and groups.
3. Conditions and responsibilities for using School District facilities and grounds.
4. Fees for the Use of School District Facilities

No liability shall attach to Ottawa Hills Local School District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

**Responsibilities**

1. The sponsoring individual or organization assumes all responsibility for the facilities, and equipment requested, and is responsible for all who enter the building or use outdoor facilities attracted by the activity.
2. The sponsoring individual or organization shall be held financially responsible for any property damage, theft or loss of supplies and equipment, or extraordinary cleaning requirements arising from occupancy of the school facilities.
3. The Board assumes no responsibility or liability for the sponsored activity.
4. Proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim may be required if the applicant is not a school sponsored group. Any commercial group outside of the community using district facilities must have proper proof of insurance.

**Fees for Use of School District Facilities**

1. There is no charge for the use of school district facilities to school or community sponsored groups (a majority of the group's members live in Ottawa Hills).
2. Outside groups and individual residents are charged the following fees for a four-hour time period ending no later than 10:30 p.m.

Facility	Fee	Facility	Fee
Auditorium	\$250	Family and Consumer	
Auditorium and Dressing Rooms	\$300	Sciences Room	\$25
Gymnasium	\$75	Kitchen	\$50
Multi-purpose Room	\$75	Community Room	\$50
Locker Room	\$25	Fields	\$50
Classroom	\$15	Scout House	\$75
		Stadium (without lights)	\$350
		Stadium (with lights)	\$450

3. All rental and deposit fees are payable at least two weeks in advance to: Treasurer, Ottawa Hills Schools, 3600 Indian Road, Toledo, OH 43606.
4. The cost for custodial services is the individual custodian's current, negotiated rate and will vary depending on day and time of the event and will be billed after the event. Payment for any damage to the facility or equipment is required. A deposit of \$100 is required for this purpose and shall be refunded if not used.
5. The auditorium stage lighting equipment, public address system, stadium lighting, scoreboards, and any computer equipment must be operated by trained school personnel. Fees will be calculated at an hourly rate.
6. Additional fees or requirements for use may be assessed for security, supervision, or other items if deemed necessary by the school administration.

## **Guidelines for the Use of School District Facilities**

### **Scheduling**

Groups or organizations desiring to use a particular facility shall schedule through the building principal, athletic director, or the Community Coordinator in the case of the Scout House or the Community Room.

### **Priority of Use**

1. Uses directly related to the schools and the operation of the schools – examples, sports, music, drama, and other extra or co-curricular activities.
2. Uses and groups indirectly related to the schools – examples, MSG, PTO, Music Association, and Boosters.
3. Uses for voter registration and elections.
4. Community organizations or groups formed for charitable, civic, religious, or educational purposes – examples, basketball, soccer, baseball leagues, other recreation programs.
5. Departments or agencies of government.
6. Other such purposes that promote the welfare of the community, provided such meetings are non-exclusive and open to the general public.
7. The use of the District's grounds and facilities, except for the Scout House, shall not be granted for private social functions.

### **Conditions**

1. School groups and school events have priority for all dates and facilities.
2. Scheduled outside activities will automatically be cancelled when schools are temporarily closed for adverse weather.
3. The use of drugs and/or intoxicants is prohibited in school buildings and on school grounds.
4. Smoking is prohibited in school buildings and on school grounds.
5. Requests should be made as far in advance as possible to permit scheduling any personal assignments.
6. No advertising or promoting of non-school or commercial agencies shall be permitted.
7. All requests must be made in writing on the proper form, which can be obtained in the building offices or from the building principals, the athletic director, or the Community Coordinator in the case of the Scout House or Community Room.
8. All district fields must be properly maintained and cleaned after use.