



APPLICATION FOR USE OF SCHOOL FACILITIES

ROSS LOCAL SCHOOL DISTRICT 3371 HAMILTON CLEVES RD. HAMILTON, OHIO 45013

**Complete this form and return it to Lori Licata at lori.licata@rossrams.com
(or return completed hard copy to Ross Local Schools % Lori Licata)**

Name: _____ Date: _____

Address for billing: _____

Business Phone: _____ Home Phone: _____

Email: _____

A copy of your organization's liability certificate must be attached to this application and Ross Local Schools must be shown as an additional insured. Attached _____

***This application can not be approved without the above certificate.**

Location of Facility: (Please circle one) RHS RMS RIS ELDA MORGAN

Facilities requested: (Please place an X next to all that apply, pricing on reverse side of this page)

Auditorium ___ Gymnasium ___ Cafeteria ___ Kitchen ___ Multi-purpose room ___ Classroom ___ Football
Field/ Track/ Stadium ___ Soccer Stadium ___ Parking Lot ___ Media Center ___ Other _____

Date(s) requested: _____ (Month, date, year)

Day of week: _____ Hours of Use (from/to) _____

Number of Participants: ___ Estimated Number of Spectators ___ Admission to be charged _____

Brief description/type of activity: _____

See final page for rules and regulations. You must sign the final page and return all pages to Lori Licata. (Copy this agreement for your records)

Rental rate information is listed below. **The total listed on the next page is only an estimated cost.** You will be billed for the exact amount of any charges after the use of the facility. Payment is due upon receipt of the invoice from the Treasurer's Office.

For Office Use Only:

Approval Recommended by Principal: _____ **Date:** _____

(Please check all that apply)

No Charge _____ Charge for water use (\$10.00) _____

Custodial Cost= \$50 x number of hours _____

Approximate number of hrs _____

Approximate Room Cost: _____

Approximate number or rooms _____

Application Approved by Superintendent: _____ **Date** _____



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Ross Local Schools Athletic Facility Rental

Category A: School-sponsored activities, community-sponsored, or other community groups as deemed fitting by the Ross Athletic Department (i.e. +80% Ross residents on "roster")

Category B: Groups that serve majority Ross residents (+50% Ross residents on "roster")

Category C: All other groups.

Facility	Description	Category A	Category B	Category C
TURF FIELD * (per hr; +\$25 w/ lights)	PEAK (Aug-Nov; Mar-May)	\$50.00	\$75.00	\$100.00
MAIN STADIUM * + (per hr; +\$25/hr w/ lights)	Includes bathrooms and press box usage; concession stand w/ permission of Ross Athletic Boosters	Same as above + event mgr/custodial fees		
GRASS FIELDS (per hr)	Includes practice fields, grass soccer field, green space	NA	\$25.00	\$50.00
SOCCER STADIUM * + (per hr; +\$25/hr w/ lights)	Includes bathrooms and press box usage;	NA (+ light fee if necessary)	\$50.00	\$75.00
GYMNASIUM * + Ross HS/Ross MS RIS Elda/Morgan (per hr)	Includes gym space and access to bathrooms; incur event mgr/custodial fees as deemed by Ross Athletic Dept.	NA	\$50.00	\$75.00

Other facilities may be available by request at a negotiated rate.

* fees for agreement for +10 events or long-term usage may vary
+if charging admission for event, rates may vary



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Ross Local Schools Building and Facility Request Pricing

The pricing listed below does not reflect the total cost of the rental. Several factors will be included in the total pricing including custodial costs which will not be totaled until after the rental is complete.

Category A: School-sponsored activities, community-sponsored, or other community groups as deemed fitting by RLS (i.e. +80% Ross residents)

Category B: Groups that serve majority Ross residents (+50% Ross residents)

Category C: All other groups.

Facilities/Equipment Request:	Description	Category A	Category B	Category C
Auditorium	RHS Auditorium (no food/drink)	\$75/hr	\$95/hr	\$120/hr
-Sound Technician		\$20/hr	\$20/hr	\$20/hr
-Light Technician		\$20/hr	\$20/hr	\$20/hr
-Computer Technician		\$20/hr	\$20/hr	\$20/hr
Heritage Room	RHS meeting room	\$20/hr	\$40/hr	\$60/hr
Media Center	Morgan/Elda/RMS/RHS (no food/drink)	\$40/hr	\$60/hr	\$80/hr
Cafeteria	Morgan/Elda/RMS/RHS	\$20/hr	\$40/hr	\$80/hr
Kitchen	Morgan/Elda/RMS/RHS (requires one or more food employees to be present)	\$30/hr	\$40/hr	\$80/hr
Classroom	Morgan/Elda/RMS/RHS/RIS	\$15/hr	\$20/hr	\$30/hr
Parking Lot	Morgan/Elda/RMS/RHS/RIS (when not rental additional facilities)	\$60/hr	\$80/hr	\$120/hr
Custodial Rate	Dependent on day of the week	varies	varies	varies
Food Service Rate	Morgan/Elda/RMS/RHS/RIS	varies	varies	varies
Event Manager	Morgan/Elda/RMS/RHS/RIS	varies	varies	varies
Other				

Please list any other equipment, setup or needs for your rental: **Estimated Total** _____



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Rules and Regulations for Use of School Facilities

1. In the absence of certified personnel, the custodian on duty is the school representative in charge. His authority will be supported by the Board of Education.
2. A school custodian will be on duty and shall give instructions to see that the building and equipment is properly cared for and used in an appropriate manner.
- 3. Smoking is prohibited at all times while in or on school property.**
4. No school building or grounds shall be used for any money raising activity unless the entire proceeds are used for public school purposes or for approved charitable educational, character building, or other community welfare purposes.
5. No school building or grounds shall be used for any form of gambling.
6. No school building or grounds shall be used for any instruction for which a charge is made unless such instruction is part of the school related program.
7. No charge shall be made for the use of school facilities for programs sponsored by the school or school organization, NOT involving additional custodial services. Other organizations recognized by the Board of Education, as closely allied to and supporting the educational program, may be granted the use of the facilities free of charge. Lessee must attach a request to the Superintendent of Schools if they wish exemption from rental fees.
8. When facilities are rented by an organization for the purposes of sponsoring an activity open to the general public, the organization has the responsibility to provide the necessary police protection to insure safety, care of property and the management of any crowd that may be in the building or on the school grounds.
9. The use of alcoholic beverages and profanity are prohibited.
10. Mechanical equipment in the building is not to be used except by an experienced operator. Arrangement must be made with the building principal.
11. The Board of Education reserves the right to deny the privilege of using the property to any person or group who fails to abide by the above regulations or any other reasonable condition for its use.
12. The responsible adult who has signed the application must be a resident or employee of the Ross Local School District. This person is accountable for all who enter the building, and must be present each time the group meets. They must be the last person to leave the building. Lessee may be asked to submit a roster of participants along with this application for usage.
13. The regular use of school buildings for church purposes will be charged according to the rate schedule.
14. No drinks, candy, popcorn, etc. are to be sold or served without the building principal's permission.
- 15. Lessee agrees that it will maintain liability insurance covering its use of the leased premises in an amount equal to \$1,000,000 unless the Superintendent determines another amount appropriate in light of the usage intended. Lessee must attach a copy of a liability insurance policy covering its use of the leased premises. The policy must state that Ross Local Schools is an additional insured.**
16. Lessee further agrees that it shall indemnify and hold harmless the Board of Education and their agents and employees from every kind of claim, demand, suit or action, arising or growing out of lessee's use of the premise.
17. Private Lessons. The District understands there may be occasions where an outside organization may use our facilities and charge a fee to parents. The below guidelines must be completed in detail prior to the event.
 - A. An application to use the School Facilities must be completed and sent to the Treasurer's Office.
 - B. Proof of Insurance must be included in this application.
 - C. The Superintendent, Director of Athletics and Fine Arts Facilitator will approve or deny each application.
 - D. All individuals offering private lessons will have a background check completed with the District and be Board approved as a volunteer. Cost of a background check is \$50 and each individual is responsible for this cost.
 - E. A parental permission form must be completed prior to the event.



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I have read the rules and regulations governing the use of school facilities and hereby agree to abide by the same. I also agree to pay for any damage which may result from scheduled use. I understand that if this request is granted, it may be canceled, if at any time it interferes with a school activity. If the rules and regulations are not followed, or if in the judgment of the Superintendent it is deemed not to be in the best interest of the school system. You will be billed for the exact amount of any charges after the use of the facility.

Signature of Responsible Party Date