



**Mason City Schools**  
**BUILDING/FACILITY RENTAL APPLICATION**  
 Scheduling Office: **Mason Central Administration Bldg**  
**211 North East Street, Mason, OH 45040**  
**(513) 229-4515 FAX: (513) 398-4554**

Event \_\_\_\_\_

Public or private event? \_\_\_\_\_ Will a fee be charged for the event? (If yes, how much) \_\_\_\_\_

Sponsor/Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Setup Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Exit Time \_\_\_\_\_

Building/Rooms Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

E-Mail Address \_\_\_\_\_ Est. No. of People Attending \_\_\_\_\_

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? \_\_\_\_\_ If so, complete and attach an explanation.

- Food Products served at no charge by outside groups must receive prior approval.
- The Sale of Concessions or Food Products is **NOT** allowed by outside/non-school groups without a temporary permit from the Health Dept.
- **Mason City Schools is a COKE contracted school district**; thus only COKE beverages may be Dispensed, Sold, Served or Sampled on the school campus. COKE beverages include, but are not limited to COKE, Dasani Water, Smart Water, Glaceau Vitaminwater, Fuze Tea, Minute Maid, Powerade, Simply Orange, and Odwalla.

*Please note that drinks are never permitted in our gym facilities!  
 Refusal to abide by this policy may result in disapproval of future requests.*

It is mandatory, for the protection of the above named sponsor/organization, that **appropriate liability insurance be purchased and a certificate of insurance indicating Mason City Schools Board of Education as an additional insured be furnished with this application.** The above named sponsor/organization also agrees to indemnify and hold harmless the Mason Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**No Smoking, No Weapons, No Alcohol on any Mason City School District Property**

Send to Facilities Use Scheduler at Mason Central Administration Bldg

SEE REVERSE SIDE FOR ESTIMATED RENTAL CHARGES

**A \$25 APPLICATION FEE FOR Renter must be attached.  
CHECK OR MONEY ORDER ONLY - PAYABLE TO: MASON CITY SCHOOLS**

\_\_\_\_\_ School Sponsored      \_\_\_\_\_ Renter

The charges indicated below are estimates only. Final costs will be determined after appropriate posting for the service occurs. Personnel hourly rate includes salary, retirement, Medicare and Workers' Comp.

**The user shall be charged for the actual hours of the event, at a minimum of 3 hours. Minimum scheduled shift for an auditorium rental/technician is four hours and all other personnel is a minimum of three hours. NOTE: If renter cancels within 24 hours of the event, the renter is required to pay four hours for each auditorium technician and three hours for each additional scheduled staff persons.**

FOR USE IN CALCULATING ESTIMATED CHARGES  
Using **2023-2024** Salary Schedule

<u>FACILITY RENTED</u>	<u>Hours</u>	<u>Rate</u>	<u>Rental Charge</u>
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____

<u>PERSONNEL REQUIRED</u>	<u>Salary</u>	<u>Hours</u>	<u>Estimated Charge</u>
Auditorium Technician	\$49.89	X _____	= _____
LAN Support Specialists (Overtime)	\$61.92	X _____	= _____
Custodian (Overtime)	\$45.55	X _____	= _____
Student Nutrition Worker (Overtime)	\$31.31	X _____	= _____
Site Manager	\$26.07	X _____	= _____
Grounds/Maintenance (Overtime)	\$48.50	X _____	= _____

TOTAL ESTIMATED CHARGE      \$ \_\_\_\_\_

Board Adopted 7/14/98  
**Revised 9/6/23**  
MCS-850