



Your deposit is due when you turn in this Facilities Use Form

Southern Local School District USE OF FACILITIES FORM

Organization name: _____ Name of Contact: _____

Address: _____ Date Submitted: _____

Day(s) and Date(s) Requested: _____ Times: From _____ To _____

Facility Requested: _____ For the Purpose of: _____

Contact email: _____ Contact phone: _____

Groups	Description
Group #1	School Groups (curricular or co-curricular functions either related to the curriculum or directly sponsored by the Southern Local School District), (weight and fitness room for individual employees), Youth League, PTO, Southern Local Athletic Boosters
Group #2	School Affiliated Groups (community or school supported activities whose activities are student related and benefit the Southern Local School District) (scouts, PTO, 4H, churches, service clubs, travel teams with Southern Local staff and students) *certain areas will be charged regardless of day and time
Group #3	In-District Non-Profit Organization (must provide IRC 501(C)(3))
Group #4	In-District Commercial Business, Out of-District Organizations or Individuals (travel teams with no SL affiliation, Ohio High School Athletics*any amount in excess of the Ohio high school budget will be waived)

*The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, to the premises, building or facilities. I also agree to indemnify and hold harmless the Southern Local Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Southern Local Board of Education or by either party's agents or employees.

Signature of Responsible Party Date

Approval of Building Principal Date

Approval of Building & Grounds Supervisor Date

Approval of Superintendent/Designee Date

Athletic Director Date

Approval of Treasurer/Designee Date

Office Use Only

Copy of Insurance required (Groups #2, #3 & #4) Insurance Form Received YES NO

Copy of Insurance MUST be attached to the application, if applicable, prior to the event.

Approved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date of Approval or Denied:
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If denied, reason: _____

Estimated charges: _____

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Facility	Group #1	Group #2	Group #3	Group #4
	School Groups (curricular and co-curricular activities) weekend/non-school days fees below	School Affiliated Groups weeknights no charge (unless * item) weekend/non-school days fees below	In-District Non-Profit Organization (must provide 501(C)(3)) and Governmental Copy of Insurance required	In-District Commercial and Out of District Organizations or Individuals Copy of Insurance required
Dunlap High School Gym*	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$62.50 hr	<input type="checkbox"/> \$125.00 hr
SLSD Activity Center	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$100.00 hr
Elementary Gym	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
Football Stadium*	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$175.00 hr	<input type="checkbox"/> \$350.00 hr
Practice Fields	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
Baseball/Softball Field	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
HS Cafeteria	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr	<input type="checkbox"/> \$20.00 hr
Cafetorium	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$100.00 hr
Classroom/ Library	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr	<input type="checkbox"/> \$20.00 hr
Custodian	<input type="checkbox"/> \$40.00 hr per custodian	<input type="checkbox"/> \$40.00 hr per custodian	<input type="checkbox"/> \$40.00 hr per custodian	<input type="checkbox"/> \$40.00 hr per custodian
Food Service	<input type="checkbox"/> \$35.00 hr per cook	<input type="checkbox"/> \$35.00 hr per cook	<input type="checkbox"/> \$35.00 hr per cook	<input type="checkbox"/> \$35.00 hr per cook
PA System and Tech Support	<input type="checkbox"/> No charge	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr
Stadium Lights	<input type="checkbox"/> No charge	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr
Stadium Scoreboard	<input type="checkbox"/> No charge	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr
Risers	<input type="checkbox"/> No charge	<input type="checkbox"/> \$75.00 / event	<input type="checkbox"/> \$75.00 /event	<input type="checkbox"/> \$150 / event
Other _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____
Other _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____

**Custodial rates include opening the building and clean up after the event. Additional rates will be charged for snow removal if applicable. The District reserves the right to cancel any event due to inclement weather. Security deposit may also be required depending on the size and type of event at the expense of the organization renting the facility.*

Special equipment needs (Custodian hours may be required for set-up and tear-down):

Chairs _____ Tables _____ Round _____ Long _____

Floor mats _____ Miscellaneous _____

Additional Instructions

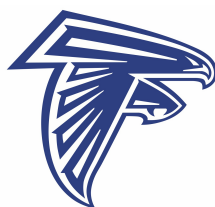
Rules and Regulations

1. The sponsored activity should be confined to the area approved by the building use permit.
2. The area used for the activity shall be left in a clean and orderly condition. (custodian will do the final cleaning of bathrooms and floor scrubbing)
3. The organization sponsoring the activity will be required to pay for any damages done to school premises.
4. Organizations shall not pay custodians directly. Custodians are compensated by the Board of Education.
5. The building will not be opened until adequate adult supervision is present.
6. There will be no drinking of intoxicating liquors, smoking, vaping, or use of drugs in the buildings or on the premises.
7. Any materials used to decorate the building should be flame proof and previously approved by the Principal/Building and Grounds Supervisor.
8. All posted rules shall be followed.
9. Certain rooms may not be rented at any time. (i.e. art, shop, and science rooms)
10. Groups that use school premises/facilities MUST possess and provide proof of liability insurance to the District Treasurer in advance of the use. It is recommended to provide proof of insurance with completed facility use contract.
11. Children must be supervised by an Adult AT ALL TIMES or privileges will be revoked.

The Board encourages community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden on personnel, or strain the limited funds allotted for building services and maintenance; therefore these specific regulations have been established.

The Superintendent may waive fees at his/her discretion.

Reference: Southern Local School District
Board Policy 7510: Use of District Premises



Southern Local School District Event Deposit and Cancellation Policy

The Southern Local School District is committed to hosting events through its facilities that embody good character, values, and competition. Events that are hosted by SLSD for an outside-of-the-district organization are subject to a deposit and cancellation fee. The breakdown for this is as follows:

Charges over \$3,000 (deposit \$1,000)

Outside of 30 days - No Fee
Inside of 30 days \$500
Inside of 15 days \$750
Inside of 7 days \$1,000

Charges over \$1,500 (deposit \$500)

Outside of 30 days - No Fee
Inside of 30 days \$200
Inside of 15 days \$350
Inside of 7 days \$500

Charges under \$1,500 (deposit \$250)

Outside of 30 days - No Fee
Inside of 30 days \$100
Inside of 15 days \$200
Inside of 7 days \$250

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SLSD and its staff reserves the right to cancel any events that it has on its calendar with explanation of cancellation coming from the district representative responsible for hosting the event.

X _____
Signature of Responsible Party

Date

**SOUTHERN LOCAL SCHOOL DISTRICT
FACILITIES USE**

RELEASE INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in the *SLSD FACILITIES*, and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence by the Southern Local School District and its owners, directors, officers, employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as 'Releasees'), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that participation in *SLSD FACILITIES* involves known and unanticipated risks, which could result in: physical and emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to participation in the *SLSD FACILITIES* and the use of its facilities, medical conditions resulting from physical activity and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in my way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition, which could interfere with my safety in this activity, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. **I have read and understood this document and I agree to be bound by its terms.**

Signature of Participant _____

Printed Name _____

Address _____ **City** _____

State _____ **Zip** _____

Phone _____ **Date** _____

PARENT OR GUARDIAN ADDITIONAL AGREEMENT *(Must be completed for participants under 18).*

In consideration of _____ (print minor's name) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releases from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Signature of parent/guardian _____

Print Name _____ (If notarization is necessary, please sign and stamp this side of form.)