



Facility Rental Agreement Form

I. Applicant Information

Organization/Group Name: _____

Responsible Person: _____

Contact Information:

Business Phone: _____

Cell Phone: _____

Email: _____

Event Description: _____

Expected Attendance: _____

II. Facility Request

Requested Facility: _____

Date(s) of Event: _____

Event Time: From: _____ AM/PM To: _____ AM/PM

Special Equipment Needs: _____

III. Terms and Conditions

1. Priority of Use: School and school-related activities have highest priority. All other uses are granted based on a tiered system.

2. Cancellation Policy: Events will be automatically canceled if schools close due to adverse weather, lockdown, or pandemic.

3. Adult Supervision: All students must be supervised by an adult at all times.

4. Prohibited Uses:

- Private social functions (e.g., birthday parties) are not permitted.
- Use of drugs, intoxicants, tobacco, and tobacco substitute products is strictly prohibited.

5. Clean-up: All groups must clean up the facilities after use.



IV. Financial Responsibility

1. Damage Liability: The sponsoring individual/organization is responsible for any damage, theft, or extraordinary cleaning costs.

2. Insurance: A liability insurance certificate is required (\$500,000/individual, \$1,000,000/aggregate).

3. Fees: (for a standard 4-hour period ending by 9:00 PM)

- School/community groups: No charge if no admission fee is charged
- Outside groups:
 - * Gymnasiums/Multi-purpose Room: \$150
 - * Auditorium: \$350 (with dressing rooms: \$400)
 - * Classroom: \$25
 - * Elementary Fields/Diamonds: \$100
 - * Locker Room: \$50
 - * Stadium: \$1,300 (with lights: \$1,500)
 - * Community Room/Scout House: \$100
- Additional Costs:
 - Custodial services: Additional fee based on current hourly rate
 - Facility manager for athletic events
 - Special equipment operation: Additional hourly rate for trained personnel
 - Damage deposit: \$100 (refundable if unused)

4. Payment: All fees due two weeks in advance, payable to Ottawa Hills Schools, c/o Treasurer.

V. Agreement

I have read and I agree to the terms and conditions outlined in this agreement. I understand my responsibilities for supervision, conduct, and financial liability.

Signature: _____ Date: _____

Printed Name: _____

~Send completed forms to Operations Director Tom Siloy: tsiloy@ohschools.org.~

VI. For Official Use Only

Approved by: _____ Date: _____

Fees Charged: \$_____ Deposit Received: \$_____

Insurance Certificate Received: ☐ Yes ☐ No ☐ N/A

Special Instructions: _____