



YELLOW SPRINGS EXEMPTED VILLAGE SCHOOL DISTRICT REQUEST FOR USE OF FACILITIES

Person/Organization making request: _____

Building to be used (circle): Mills Lawn YS Middle/High School Area Request: Check All That Apply

Gym Cafeteria Kitchen Classroom/Conf Room Athletic Field Outdoor Access to Restrooms

Date(s) needed: _____ Time needed: _____

Activity planned for area: _____

CRITERIA FOR GRANTING PERMISSION:

1. An employee of the Board must open the building, remain on duty for the entire time, and secure the building. Please do not pay personnel directly.
 2. The organization using school property agrees that everything will be left in the same condition in which it was found. The organization is responsible for any damage other than normal wear. The cost of repairs/replacements will be paid by the organization or its representatives.
 3. Buildings shall not be used for commercial or personal gain. School functions take priority.
 4. The activity shall not begin until school is dismissed in the afternoon and the pupils have left the premises.
 5. When school is closed because of snow or other calamities, all activities scheduled for that day may be canceled or postponed.
 6. Kitchen equipment shall not be used unless arrangements are made to have one of the regular cafeteria workers present.
 7. There shall be no smoking and/or no alcohol permitted on the premises.
 8. Permission shall be obtained from the principal for the use and/or rearrangement of any school equipment or furniture.
 9. Rental times and payment terms must be arranged with the building principal. A deposit may be required. See the next page for the Fee Schedule.
- a. Provide proof of liability insurance, as requested. Required when renting on an ongoing basis.

DISCLAIMER: This agreement shall hold the Board of Education of Yellow Springs Schools and its employees harmless from all loss, expense, damage, claims, suits, or subrogation resulting from any injury arising from any cause or for any reason whatsoever in, on, or about the premises that are subject of this lease/agreement.

Printed Name of person responsible: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Address: _____

Signature and agreement of person responsible: _____

Signature of Principal: _____

Signature of Business Manager: _____

Signature of Superintendent: _____

OFFICE USE ONLY

- No Fee
- Fee Amount: \$ _____
- Copy of Liability Insurance

COPY TO:
 _____ Board Office
 _____ Principal
 _____ Renter

COPY TO:
 _____ Custodian/Maint
 _____ Treasurers Office



RENTAL FEE SCHEDULE

FACILITY	PERSONNEL							
Gym	\$30 per hour							
Cafeteria	\$30 per hour							
Cafeteria with kitchen	\$35 per hour							
Classroom/Conference Room	\$10 per hour							
Athletic Field	\$30 per hour							
Outdoor Area w/ Restroom Access Includes Custodian.....	_____	_____						
		<table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Overtime Rate</th> <th style="text-align: center;">Sunday Rate</th> </tr> </thead> <tbody> <tr> <td>Custodians</td> <td style="text-align: center;">\$33 per hour</td> <td style="text-align: center;">\$44 per hour</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Personnel charges are made when any of above-listed employees are used outside of their regular work shift. PLEASE do not pay personnel directly. Set-up and/or tear-down fees may apply. 		Overtime Rate	Sunday Rate	Custodians	\$33 per hour	\$44 per hour
	Overtime Rate	Sunday Rate						
Custodians	\$33 per hour	\$44 per hour						

FEE(S) CHARGED TO THE FOLLOWING:

- A1. Commercial or profit-making organizations.
- A2. Private social function within the school district.
- A3. Private social function, outside of the school district. Cannot be scheduled sooner than 9 months prior to the desired day.
- A4. Community organizations from other school districts.
- A5. Community organizations, outside of the school district, formed for charitable, civic, social, religious, or educational purposes.
- A6. Political organizations.
- A7. Other schools renting gymnasiums or athletic field - needs separate written agreement

NO FEE(S) CHARGED TO THE FOLLOWING (EXCEPT POSSIBLE PERSONNEL COSTS, SEE ABOVE):

- B1. Uses directly related to the schools and the operations of the schools.
- B2. Uses and groups indirectly related to the schools.
- B3. Meetings of employee associations.
- B4. Uses for voter registration and elections.
- B5. Employees of the school will not be charged for gymnasium when renting cafeteria. Gym fee will be waived.
- B6. Departments or agencies of the government.
- B7. Community organizations, within the school district, formed for charitable, civic, social, religious, or educational purposes.