

BELLEFONTAINE CITY SCHOOLS
APPLICATION
USE OR RENTAL OF SCHOOL FACILITIES

ORGANIZATION MAKING REQUEST	
BUILDING AND ROOMS(S) REQUESTED	
DATE(S)	
TIME(S)	
PURPOSE	

THE ORGANIZATION USING THE BUILDING SHALL ABIDE BY THE FOLLOWING:

1. Abide by Section 7510A, Use of District Facilities, of the Bellefontaine City School's Administration Guidelines Manual.
2. Prohibit use of Alcoholic Beverages on the school premises.
3. Prohibit smoking on school premises. Supervise activity to accomplish a tobacco-free environment.
4. Exercise reasonable care in protection of the building and facilities, be responsible for making corrections for undue wear or damage, and agree to abide by the rules and regulations of the Board of Education and of the school. **Proof of liability insurance is required.**
5. Rental contracts do not include the use of sound systems, scoreboards, audio/video equipment, stage lighting, or other equipment or items of furniture not normally found within the area being rented. Rental requirements for their use must be obtained from the building principal.
6. Organization renting the building must verify the number of hours worked by the cook or custodian on duty during the rental period.
7. Any rental agreement may be terminated without prior notice if unforeseen conditions exist which may cause permanent damage to the facilities.
8. No food or drinks are permitted in the High School Auditorium. No concessions may be sold in conjunction with an auditorium rental.

PRINT NAME, ADDRESS & PHONE OF CONTACT PERSON	BILLING ADDRESS IF DIFFERENT THAN CONTACT

Invoices will be emailed. Please provide the email address where invoices should be sent:

_____ AGREES TO INDEMNIFY AND HOLD HARMLESS BELLEFONTAINE CITY BOARD OF EDUCATION AND THEIR AGENTS AND EMPLOYEES FROM ALL LIABILITY, CLAIMS, DEMANDS, DAMAGES, OR COSTS, FOR , OR ARISING OUT OF RENTAL/ USE OF FACILITIES OF BELLEFONTAINE CITY SCHOOLS, WHETHER IT BE CAUSED BY THE NEGLIGENCE OF INDEMNITOR OR BELLEFONTAINE CITY BOARD OF EDUCATION OR EITHER PARTY'S AGENTS OR EMPLOYEE, OR OTHERWISE.

ESTIMATE OF COST SEE WORKSHEET ON BACK

SIGNATURE OF INDEMNITOR

DATE

FOR OFFICE USE ONLY				
	APPROVED BY	DATE		
BUSINESS MANAGER				
PRINCIPAL				
SPECIAL INSTRUCTIONS OR REQUESTS				
COPIES SENT TO				
BUSINESS MANAGER	PRINCIPAL	SECRETARY	MAINT. SUPERVISOR	FOOD SUPERVISOR
RENTER	OTHER:			

ESTIMATED MAXIMUM RENTAL COST (ACTUAL COST WILL BE INVOICED AFTER COMPLETION OF THE RENTAL)			
		# of hours	TOTAL
RENTAL FEE			
FOOD SERVICE FEE	Max \$39.00/hour		
CUSTODIAN FEE	Max \$41.00/hour		
OTHER			
TOTAL			

(FEE WILL BE BASED ON ACTUAL COST FOR THE NECESSARY SERVICES OF THE SCHOOL EMPLOYEE AT THE EMPLOYEE'S BASE RATE PLUS OVERTIME PREMIUM WHEN MANDATORY, PLUS COST OF FRINGE BENEFITS.)

THE BUILDING WAS USED DATE(S) _____ HOUR(S) _____

CUSTODIAN HOURS CERTIFIED	
CUSTODIAN SIGNATURE	HOUR(S)
CUSTODIAN SIGNATURE	HOUR(S)
CUSTODIAN SIGNATURE	HOUR(S)
FOOD SERVICE HOURS CERTIFIED	
FOOD SERVICE SIGNATURE	HOUR(S)
FOOD SERVICE SIGNATURE	HOUR(S)
FOOD SERVICE SIGNATURE	HOUR(S)

(FOOD SERVICE AND CUSTODIAN FEE INCLUDES A MINIMUM OF ONE HOUR FOR OPENING AND CLOSING OF FACILITIES).

VERIFIED BY RENTER'S SIGNATURE _____ DATE _____

NOTE <u>UNDUE</u> WEAR AND /OR DAMAGE, EXCESSIVE CLEAN-UP, ETC.

CUSTODIAL/FOOD SERVICE INSTRUCTIONS (RENTAL OF FACILITIES)

1. CUSTODIANS/FOOD SERVICE PERSONNEL ARE TO REPORT TO THE PERSON IN CHARGE OF THE ACTIVITY. YOUR WAGES ARE BEING PAID BY THE ORGANIZATION RENTING THE BUILDING, THUS YOU ARE RESPONSIBLE TO THEM.
2. MAKE SURE YOU ARE AVAILABLE AT ALL TIMES.
3. ALL OVERTIME HOURS ARE TO BE VERIFIED BY A REPRESENTATIVE OF THE ORGANIZATION RENTING THE FACILITIES IN THE SPACE PROVIDED ON THE RENTAL APPLICATION.
4. PROMPTNESS AND COURTESY IS EXPECTED AT ALL TIMES.
5. FOOD SERVICE WORKER IS TO MONITOR CAFETERIA AREA ONLY.

THIS SPACE FOR USE BY CENTRAL OFFICE				TOTAL
PAY FOOD SERVICE		RATE PER HOUR		\$
PAY CUSTODIAN		RATE PER HOUR		\$
DAMAGE, EXCESSIVE CLEAN-UP TO BE CHARGED TO RENTER				\$
TOTAL				\$