

Rittman Exempted Village School District

FACILITY USE REQUEST

Name of Organization: _____

Contact Person(s): _____

Address: _____

Phone Numbers: _____

Email: _____

Date of Usage: _____ Opening Time: _____ Closing Time: _____

Activity: _____

Building Requested: ☐ Heritage Hall / BOE Office ☐ High/Middle School ☐ Elementary School

Organization is:

- ☐ School Related
- ☐ Local Church Social
- ☐ Scouts
- ☐ City Government
- ☐ City Recreation
- ☐ Other _____

Area(s) Requested in Facility:

- ☐ Gym - Bleachers in or out?
- ☐ Commons Area
- ☐ Classroom / Conference Room
- ☐ Library
- ☐ Cafeteria/Commons
- ☐ Other _____

Equipment: (If any) _____

Set up: (If any) _____

Deposit (if required) Date received: _____ Amount: _____ By Whom: _____ Receipt #: _____

The user agrees to abide by all the Rules and Regulations of the Rittman Exempted Village Board of Education, to pay all rental, extra charges and damages within 30 days of the facility use. The renter agrees to assume all liability and responsibility resulting from the use of the facility and/or equipment of the Rittman Exempted Village School District. The renter further agrees to hold harmless the Board of Education and its employees from all liabilities, claims, demands, damages, and/or costs for or arising out of the usage of the facilities and/or equipment whether it be caused by the negligence of indemnifier or Rittman Exempted Village Board of Education or either party's agents or employees or otherwise.

X _____

Signature of Applicant, Date: _____

X _____

Signature of Principal, Date: _____

X _____

Signature of Superintendent, Date: _____

All applications need final approval by the Superintendent. Please send completed form

C/O Debbie Davis

Rittman Schools' Administrative Office

100 Saurer Street, Rittman, Ohio 44270

Or email to ritt_davis@tccsa.net

Once approved copies will be submitted to:

Supt. / File _____ Principal _____

Dir. Operations _____ Maint. Dept. _____

Applicant _____

FEE SCHEDULE:

**All fees are per session. A session is defined as a day or part of a day.
Each date is a separate session. Fees do not include any overtime charges.**

1. Gymnasiums:	High / Middle School	\$100
	Elementary School	\$ 50
2. Common Areas: (without kitchen)	High / Middle School	\$ 35
	Elementary	\$ 35
	Board Office	\$ 35
3. Classroom or Conference Room	(any building)	\$ 5
4. Libraries:	High / Middle School	\$ 25
	Elementary School	\$ 25
5. Cafeterias:	High / Middle School	\$100
	Elementary School	\$100
6. Other facilities on an individual basis.		

A deposit equal to one session's rental fee will be required at time of approval. Approval will not be confirmed until deposit is received. The District reserves the right to require a refundable deposit, not to exceed \$1,000 against damage.