

Bethel-Tate Local School District - Application for Use of Facilities

675 W. Plane Street – Bethel, OH 45106 – Phone (513) 734-2238 – Fax (513) 734-4792

Please submit form to building you are requesting to use.

Building Requested: High _____ Middle _____ Intermediate _____ Primary _____

Time & Date: _____
(Event Date) (Time-In) (Event Time) (Time-Out)

Type of Activity: _____ No. of people expected _____

Facilities Needed: Field _____ Kitchen _____ Cafeteria _____ Gym _____ # of Classrooms _____
Other _____

Personnel Needed: Custodian _____ Food Service Director _____ Cook _____ Other _____

Other Services Needed: Microphone _____ Podium _____ Tables _____ Chairs _____ Piano _____
Extension Cord _____ Other _____

Charges According to Board Policy:

\$ _____ Facilities (use of building, light, heat, water)

\$ _____ Custodial Fee (number of hours x scale)

\$ _____ Cooks (number of hours x scale)

\$ _____ Food Service Director (number of hours x scale)

\$ _____ Total Charges

Contact Information:

Organization: _____
(Name) (Person requesting) (Date)

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Work) (Other)

The undersigned certifies that he/she is familiar with and understands the rules and regulations governing the use of athletic fields and District facilities (see preceding pages). The undersigned shall be held financially responsible for any and all damages to the District's property caused by the user and for the prompt and proper settlement of claims for such damage. The undersigned hereby releases and holds the Bethel-Tate Local School District, its officers, servants, agents and employees harmless from any and all liabilities or claims arising out of or relating to the undersigned's maintenance or use of District athletic fields and facilities. The Undersigned also understands that this permission may be rescinded at any time because of conflicts, misuse of privileges or other reason by the administration.

(Signature) (Title) (Date)

(Building Principal Signature) (Date) (Superintendent Signature) (Date)

COMMUNITY USE OF SCHOOL FACILITIES

Although the basic purpose of public school facilities is to provide the youth of the community a sound education program, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, the board shall upon payment of the prescribed fee and subject to the requirements of the regulation, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes. Community use is not to interfere with the school program. No organization shall be permitted to use the school facilities for meetings to incite racial or religious discrimination. Youth organizations, such as Scouts, 4-H Clubs and other character-building groups, may be permitted the use of school facilities. These groups must have adult sponsors and they will assume full responsibility for the groups. If damage is done to any of the school facilities, the responsibility rests with the sponsor of the group and payment for damages made to the Board of Education. Groups which use school facilities must present evidence of possession of liability insurance.

Definition of School Property

All building, grounds and other property, real or personal, which belong to the Board of Education or any school or building which is held or used by the Board of Education or any school on lease or loan, shall be deemed to be school property. Any equipment or material placed on school grounds by organizations or individuals, which becomes fixed or permanent, becomes the property of the Board of Education.

Liability Insurance

All groups or individuals will be required to furnish proof of liability insurance (at least one million dollars). A copy of the Certificate of Insurance must be attached to the Facility Use Application.

Application Process

Application forms are available in all school offices, in the Board of Education's Administrative Offices and on the District's website. The application for a permit to use a school building or facilities shall be filed with the school Principal or his/her designee, at least fourteen (14) calendar days prior to the date of the proposed use. If no other facility conflicts exist, then the Principal may sign the application giving pre-approval, and forward the application to the Superintendent for final approval at least ten (10) calendar days in advance of anticipated use.

The Superintendent or his/her designee shall notify the applicant, Building Principal, Facility Director, and Treasurer of the final approval or disapproval of the request. The Building Principal or his/her designee will arrange for any special custodial staff and the Director of Food Services will arrange for food service staff, at least three (3) days in advance of the requested date.

CATEGORY OF GROUPS ELIGIBLE TO USE FACILITIES

Persons applying to use Bethel-Tate school buildings and/or grounds will be classified into one (1) of six (six) categories:

1. School Activities and Programs

The facilities of the Bethel-Tate Local School District will be made available first and without charge to school groups and activities which are a part of the district's curricular, co-curricular, and extra-curricular programs. Liability insurance for these groups is provided by the Board of Education.

2. School Support Organizations

Bethel-Tate Local School District facilities may be available to organizations sanctioned by the Board of Education whose exclusive purpose is to support the programs of the Bethel-Tate Local Schools.

These organizations may be subject to reimburse the district for expenses incurred by the district in connection with the organization's use of the facility (custodial services, food service personnel, etc.). (Example: PTO, Booster clubs, Athletic Department recognized/supported youth groups, etc.). Liability insurance may be made available by the Board of Education on an annual basis for these groups.

The following District Rules and Regulations shall govern fields and facility usage:

Each Building Principal will develop guidelines for the use of that building (entrance doors to use, restroom facilities, floor plans, etc.) The following district rules shall be a part of each building's guidelines:

1. Any individual or group found guilty of destroying or defacing school property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use.
2. The applicant agrees to indemnify and HOLD HARMLESS the Bethel-Tate Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or Bethel-Tate Local School District Board of Education or either party's agents or employees or otherwise.

In addition (and not in lieu of the foregoing), groups or individuals desiring to use the Bethel-Tate Local School District facilities are required to show evidence that they are adequately insured against claims for personal injuries and/or property damage which may arise as a result of their activities on the school premises, and are required to attach a certificate of insurance to the Facilities Agreement Form. The failure of the Board or district to require such certificate shall in no way relieve the originator and/or the group and its members using the facilities from any liability to third parties or from their agreement to indemnify the Board and district.

3. An employee of the Board of Education may be required to be on duty whenever a school building or facility is used by an organization or group.
4. Only the Bethel-Tate Board of Education may pay Board employees for services in connection with the use of school facilities.
5. All charges for lease, supervision, custodians, and other personnel will be billed by the Treasurer and are payable within thirty (30) days. No group liable for charges will be permitted use of a facility if payment has not been made. Failure to make payment will result in the group being denied future consideration.
6. Permission to use the school facilities is not transferable from one location to another or a different date. All users shall ensure that no unauthorized third party shall be granted permission to use the field or facility, or any portion thereof, without District approval.
7. If an admission tax is to be collected or if fees are to be paid to any agency or group, the organization renting the facilities must assume all responsibilities and must meet all obligations.
8. School authorities reserve the right to revoke authorization of facility use at any time.
9. School activities will be given preference in scheduling facilities. Priority in facility scheduling will then be groups from category 2 through category 5, respectively.
10. There shall be proper supervision for the accommodation and control of patrons attending any activity. Activities must be orderly and lawful. Reasonable security arrangements appropriate for the use must be made.
11. Additional fees may be charged for special equipment, video projectors, public address systems, lighting systems, music risers, etc. and for the salary of personnel assigned to operate such equipment.
12. The Board of Education or its administrative representatives shall have free access to all facilities at all times.
13. Fire and safety regulations of the Board of Education, the local fire department, and the State of Ohio must be followed at all times.
14. No fireworks, explosives, or flammables of any nature shall be permitted in or about school facilities.
15. Flammable decorative materials are prohibited.
16. There shall be no smoking in any school building. Enforcement is the responsibility of the group using the building.
17. There shall be no alcoholic beverages or intoxicating drugs brought into or consumed in the buildings or on school grounds. Persons under the influence of alcohol or an intoxicating drug shall not be permitted on the premises and shall be subject to arrest if they come onto the premises.

FACILITY FEE SCHEDULE

	#3 DISTRICT NON-PROFIT	#4 OUT-OF-DISTRICT NON-PROFIT	#5 COMMERCIAL
Auditeria	\$20/hour	\$30/hour	\$50/hour
Gymnasium-High School	\$20/hour	\$30/hour	\$50/hour
Gymnasiums – Middle, Intermediate, Primary Schools	\$10/hour	\$20/hour	\$35/hour
Cafeteria	\$10/hour	\$20/hour	\$35/hour
Kitchen	\$10/hour	\$20/hour	\$35/hour
Classroom		\$10/hour	\$20/hour
Commons		\$10/hour	\$10/hour
Library		\$10/hour	\$10/hour
Stadium – High School	\$200 / 3hr. event \$40 - scoreboard \$20 - PA \$100 - lights / hr. \$25 - restrooms	\$300 / 3hr. event \$40 - scoreboard \$20 - PA \$100 - lights / hr. \$25 - restrooms	\$500 / 3hr. event \$40 - scoreboard \$20 - PA \$100 - lights / hr. \$25 - restrooms
Stadium – Middle School	\$100 / 3hr. event \$20 - scoreboard \$10 - PA \$75 - lights / hr.	\$200 / 3hr. event \$20 - scoreboard \$10 - PA \$75 - lights / hr.	\$300 / 3hr. event \$20 - scoreboard \$10 - PA \$75 - lights / hr.
Softball/Baseball Fields	\$10/hour \$25 - restrooms	\$20/hour \$25 - restrooms	\$35/hour \$25 - restrooms