

Bethel-Tate Local School District - Application for Use of Facilities
 675 W. Plane St. – Bethel, OH 45106 – Phone (513) 734-2271 – 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 proceeding 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 The Undersigned also understands that this permission may be rescinded at any time because of conflicts, misuse of privileges or other reason by the administration.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)

Bethel- Tate Local Schools - Facility Cost Schedule

Board Approve Date:
8-27-2019

Non League Usages Fees

Facility	#3 District Non-Profit	#4 Out of District Non-Profit	#5 Commercial
Auditeria - High School	\$40 / Hour	\$60 / Hour	\$100 / Hour
Gymnasium - High School	\$40 / Hour	\$60 / Hour	\$100 / Hour
Gymnasium - Middle, Intermediate, Primary School	\$20 / Hour	\$40 / Hour	\$75 / Hour
Cafeteria - All Buildings	\$20 / Hour	\$40 / Hour	\$75 / Hour
Kitchen - All Buildings	\$20 / Hour	\$40 / Hour	\$75 / Hour
Classroom - All Buildings	\$20 / Hour	\$40 / Hour	\$75 / Hour
Commons - All Buildings	\$20 / Hour	\$40 / Hour	\$75 / Hour
Media Center - All Buildings	\$20 / Hour	\$40 / Hour	\$75 / Hour
Stadium - High School	\$400 / 3 hr Event \$80 - Scoreboard \$40 - PA \$200 - Lights / Hr \$50 Restrooms	\$600 / 3 hr Event \$120-Scoreboard \$80 - PA \$300 - Lights / Hr \$75 Restrooms	\$1000 / 3 hr Event \$160-Scoreboard \$120 - PA \$400 - Lights / Hr \$150 Restrooms
Stadium - Middle School	\$200 / 3 hr Event \$40 - Scoreboard \$20 - PA 150 - Lights / Hr	\$400 / 3 hr Event \$80-Scoreboard \$60 - PA \$200 - Lights / Hr	\$600 / 3 hr Event \$120-Scoreboard \$100 - PA \$300 - Lights / Hr
Non League HS Softball / Baseball per Field	\$20 / Hour	\$40 / Hour	\$70 / Hour
Non League Fossil Dr Softball / Baseball per Field	\$20 / Hour	\$40 / Hour	\$70 / Hour
Indoor Restrooms for Outdoor Events - All Buildings	\$60 / Hour	\$80 / Hour	\$160 / Hour
Maintenance Support - Per Custodian	\$40 per Hour	\$50 per Hour	\$60 per Hour

League Usages Fees

Facility	#3 District Non-Profit	#4 Out of District Non-Profit	#5 Commercial
Seasonal league Rate - Youth Football	\$1,000	\$2,000	\$4,000
Seasonal League Rate - Youth Baseball/Softball	\$1,000	\$2,000	\$4,000
Seasonal League Rate - Youth Basketball	\$2,500	\$5,000	\$8,000
Maintenance Support - Per Custodian	\$40 per Hour	\$50 per Hour	\$60 per Hour
Seasonal Parking Lot Fee	\$1,000 per Building	\$2,000 per Building	\$4,000 per Building
Seasonal Fossil Drive Usage Fee	\$1,000 per League	\$2,000 per League	\$4,000 per League
Tournament Rate - Youth Baseball/Softball Fossil Drive Fields	\$600 per Event Day	\$800 per Event Day	\$1,000 per Event Day
Tournament Rate - Youth Football Fossil Drive Fields	\$600 per Event Day	\$800 per Event Day	\$1,000 per Event Day
Tournament Rate - Youth Football Middle School Fields	\$600 per Event Day	\$800 per Event Day	\$1,000 per Event Day
Tournament Rate - Lot Fees Fossil Drive Lots (per lot/field)	\$250 per Event Day	\$450 per Event Day	\$650 per Event Day
Tournament Rate - Lot Fees Middle School Lots (per lot/field)	\$250 per Event Day	\$450 per Event Day	\$650 per Event Day
Tournament Rate - Lot Fees High School Lots (per lot/field)	\$250 per Event Day	\$450 per Event Day	\$650 per Event Day
Tournament Rate - Dumpster Fees per Dumpster Load	\$250	\$350	\$450
Indoor Restrooms for Outdoor Events - All Buildings	\$60 / Hour	\$80 / Hour	\$160 / Hour

NOTES: - FACILITY USAGE FORM MUST BE COMPLETED AND APPROVED BY DISTRICT ADMINISTRATION NO LATER THAN 5 BUSINESS DAYS PRIOR TO THE EVENT START DATE.
- ALL TOURNAMENT FEES REQUIRE 50 PERCENT PAYMENT DUE TO TREASURER'S OFFICE NO LATER THAN 3 BUSINESS DAYS PRIOR TO THE EVENT START DATE

recognized/supported youth groups, etc.). Liability insurance may be made available by the Board of Education on an annual basis for these groups.

3. District Non-Profit Groups

Bethel-Tate Local School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations whose primary purpose is to serve the school district, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.)

4. Out-of-District Non-Profit Groups

Bethel-Tate Local School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations whose primary purpose is to serve the school district and surrounding area, when a worthwhile educational, civic or charitable purpose is served. (Example: churches, service clubs, etc.) A deposit may be required prior to approval.

5. Commercial Groups or Individuals

Bethel-Tate Local School District facilities may be available on a rental basis, in accordance with the fee schedule adopted by the Board of Education, to organizations operated for private gain when a worthwhile educational, civic or charitable purpose will be served; and to individuals on a limited basis, primarily wedding, anniversary, and retirement receptions. A deposit of \$250 will be required before approval.

6. Non-School Groups

The following groups may use school facilities without charge (except additional personnel costs, if incurred):

- a. Local police, fire and rescue departments when conducting staff training.
- b. Township or village meetings of general importance when no fee is charged.
- c. Clermont County Board of Elections, using buildings as polling places.
- d. District employee organizations.
- e. District officially recognized partners (e.g., Boy Scouts, Girl Scouts, Lions Club, Youth Athletic Groups, etc.)

Use of Kitchens

The use of kitchens will be granted only when a regular food service worker is present. This applies to the use of these facilities for serving light refreshments or dinners. A fee will be paid by the organization for the services of the food service employee(s) in attendance [minimum time is two (2) hours at overtime rate per assigned employee.]

Custodial Service

A custodian shall be on duty to open and close school buildings for groups using the buildings. A custodian or regular school employee may be required to be on duty for the entire time the building is used by the group. Custodial overtime rate per assigned employee [minimum of two (2) hours] shall be charged if the event keeps the custodian from accomplishing his/her normal duties, if additional custodians are brought in or if the event is during hours that the building is normally closed (to be determined by the Building Principal or his/her designee).

Use of Stadium, Track Facilities and Athletic Fields

The availability of these facilities is very limited due to their use by school groups. In addition to the facilities use charge, a minimum of three (3) hours of custodial overtime rate per assigned employee will be assessed. Usage of stadium fields may include limited amounts of scheduled usage of practice facilities. Also, due to the high cost of maintenance and league expectations, a seasonal turf maintenance fee of \$100.00 per team will be charged for use of the athletic fields (baseball, softball, football/soccer).

Due to the high cost of field maintenance and league expectations related to field conditions, the Athletic Director reserves the right to cancel any activity scheduled on a stadium field due to inclement weather. When at all possible, Sunday will be used as a first option

Bethel-Tate Local School District, Bethel, Ohio

(rain date) for events canceled on Saturday. The second option would be to move any activity to the practice fields. Field maintenance fees would then be waived.

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.

Bethel-Tate Local School District, Bethel, Ohio

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.
18. There will be not construction, modifications, or physical changes made to any field or facility.
19. The renter shall vacate the facility by 9:00 p.m., unless exception is noted in the lease.
20. Persons must be at least twenty-one (21) years of age to rent any facility.
21. Scheduled activities will be canceled when the school district is closed due to inclement weather. Cancellations will be made with as much warning as possible. Weather closing on Fridays may cause weekend cancellations. Scheduled users must contact the building administrator on Friday between 9:00 a.m. and 3:00 p.m. to check weekend activity. If no contact is made, the user must assume the activity is cancelled.
22. The Superintendent reserves the right to deny access to facilities or to waive fees.
23. Applicant must notify Building Principal twenty-four (24) hours in advance if rental is cancelled or of any changes in rental times. Failure to notify Building Principal in time to cancel custodian opening building will result in group being charged a minimum of two (2) hours of custodial overtime.
24. Use of fields or facility is restricted to the area to which the organization or group has been assigned. No field or facility shall be used for any purpose other than designated.
25. Fields and facilities are not to be used when conditions are such that said use is likely to cause injury to participants or result in damage to the facilities. Whenever possible, this determination will be made by the District's Athletic Director and/or Facilities Director and users will be notified in advance.
26. In no case shall anyone enter the facility or grounds by force or other than through the designated gates and lights will not be turned on without proper authority from the District.
27. All groups are responsible for policing the area used and the placing of litter in receptacles provided.
28. No person shall resist or refuse to obey any lawful instruction of an authorized District employee in discharging his/her duty.
29. Persons shall comply with all lawfully posted signs.
30. All animals shall be on a leash and within the control of the owner. No animals shall be permitted access to playing surfaces.
31. Refreshment stands and concessions will be operated only with the approval of the District.
32. No automobiles, trucks, tractors, wagons, or other vehicles shall be operated or parked other than in the designated parking lots.
33. User shall ensure that prior approval is received from the Building Principal before signs, banners and pennants are erected.
34. User shall observe allocated times.
35. The Board shall not deny equal access or a fair opportunity to, or discriminate against any students who wish to conduct a meeting within a limited open forum on the basis of religious, political, or philosophical content of such meeting. Such meetings, if requested, shall be held during non-instructional time and shall have the same opportunity to share facilities as other non-curriculum-related groups.

The use of the building does not indicate that the Board approves or advocates the matters which are discussed at the meeting. Nothing in this policy shall be construed to limit the authority of the Board or its employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure the attendance of students at meetings is voluntary.

School buildings and facilities shall not be used for promoting racial or religious prejudices or for any other purpose inimical to our democratic way of life. (Requests by organizations of a controversial nature may be referred to the Board of Education for decision.)

[Adoption date: July 19, 2004]

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