

Firelands Local Schools Building and Grounds Rental



Read, complete, and sign the District rental agreement

- Forms may be obtained at the Firelands Local Schools Board of Education: 112 N. Lake St. South Amherst, OH 44001
- Forms may be downloaded at www.firelandsschools.org

Return the completed form to Chuck Galloway, Supervisor of Buildings & Grounds

- Forms may be returned to the Firelands Local Schools Board of Education: 112 N. Lake St. South Amherst, OH 44001
- Forms may be returned electronically via email to: cgalloway@firelandsschools.org

Chuck Galloway will contact rental requestor with approval/disapproval and rental fees if applicable

- Remit applicable fees to: The Treasurer's Office, Firelands Board of Education, 112 N. Lake St., South Amherst, Ohio 44001

**FIRELANDS LOCAL SCHOOLS
BUILDING & GROUNDS USE/RENTAL FORM**

Group requesting rental must consist of predominately Firelands Residents.

NAME OF GROUP: _____

Person responsible for the group (Please Print) _____

Resident

Non-resident

Address: _____

Home Phone: _____

Work Phone: _____

School Facilities Requested: _____ Firelands High School _____ South Amherst Middle _____ Firelands Elementary

Areas Needed – Check All That Apply** _____ Kitchen* _____ Cafeteria _____ Classroom _____ Library _____ High School Gym _____ Middle School Large Gym _____ Middle School Small Gym _____ Firelands Elementary Gym _____ Picnic Area at South Amherst _____ Restrooms at Picnic Area *Requires school cafeteria employee to supervise. **Fee Rental Rates. A separate charge for each area may be applicable.
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DATE(S) FOR USE: _____

HOURS OF USE: FROM: _____ TO: _____

#ATTENDING: _____

PURPOSE OF RENTAL:

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SPECIAL REQUESTS FOR EQUIPMENT/FURNITURE:

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I HAVE READ AND I FULLY UNDERSTAND ALL RULES AND REGULATIONS? YES NO

_____ (GROUP NAME) agrees to indemnify and HOLD HARMLESS the FIRELANDS BOARD OF EDUCATION and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the above facility usage whether it be caused by the negligence of indemnitor of the FIRELANDS BOARD OF EDUCATION or either party's agents or employees, or otherwise.

Signature of person responsible for the group: _____

APPROVED BY: _____	Date: _____
Fee Amount: _____	Fee Paid: _____
Custodian/Designee Assigned: _____	Cook/Designee Assigned: _____

FIRELANDS LOCAL SCHOOLS
BUILDING USE PRINCIPLES, RULES, AND REGULATIONS

PRINCIPLES

1. The prime objective of the Firelands Board of Education is to provide buildings and facilities for children of school age in the Firelands District and, as far as possible, to permit full and extended use of the buildings and facilities by this group.
2. The Board of Education recognizes that the buildings and facilities are, to a large degree, financed and supported by the citizens of the community and, therefore, these buildings and facilities should be made available for community use.
3. It is the general policy of the Board of Education to make available the buildings and facilities first for the educational curriculum of the school. Community use of the facilities is encouraged insofar as such use does not interfere with curricular activities.
4. The Board of Education has the responsibility of protecting all school buildings and facilities against damage and against increased operating costs due to extended and after school use of such buildings and facilities. Therefore, rules and regulations or use are adopted and a schedule of fees established to cover operating expenses incurred.
5. The adoption of policies, rules, and regulations for the use of school property does not automatically give permission to any person or group for the use of school property.
6. Extended use of a school building shall be defined as any use at hours other than those hours when such building is regularly open. Whenever a building is opened for extended use, it shall have, in charge, a custodian, principal, teacher, or other school employee authorized by the local superintendent.
7. A building use/rental form is required for any use of a school building. Application for a building form should be made two (2) weeks in advance of the date needed.

FIRELANDS LOCAL SCHOOLS
BUILDING USE PRINCIPLES, RULES, AND REGULATIONS

RULES AND REGULATIONS

- First choice of the use of school property will be given to groups composed entirely of residents of the Firelands Local School District. Next choice will be according to percentage of Firelands residents.
- Only areas listed on the approved building use/rental form may be used. Other areas in the building may not be used.
- Specialized equipment such as projectors, dishwashers, mixers, and other machinery may be operated only by qualified persons or operated under the supervision of a qualified person. Operations must be arranged for at time of application.
- Conditions for use of such items as chairs and tables will be decided in each individual case at the time of making application for a building permit.
- Any person or group of persons using school property will be required to pay the actual cost of damage done to school property as a result of the use by the person or group of persons.
- No smoking in facilities.
- No alcoholic beverages are allowed on the premises. This includes building and grounds.
- Preventing the entrance of unauthorized persons is the responsibility of the group using the building.
- If decorations are used, they are to be put up without defacing the building. They are to be taken down immediately after the event. Use of decorations must be cleared at the time of making application for building use/rental form.
- When the kitchen is used to prepare food, a cook who is an employee of the school must be on duty. The food service worker is not required to do the cooking or serving of meals. However, the food service worker may cook or serve by mutual agreement of the cook and the group using the kitchen.
- Cooks will be assigned by the building principal or the local superintendent. When a cook is required, a fee shall be charged for the actual hours on duty at the cook's hourly or overtime rate. This fee will be in addition to the regular rental fee.
- The sale of food, candy, beverages, or other items must be cleared at the time application is made for the building use/rental form.

FIRELANDS LOCAL SCHOOLS
BUILDING RENTAL RATES

Firelands High School

Area	School Day Rate	Food Service Worker Rate	Additional Non-School Day Rate or After 11:00 p.m.
Gymnasium	\$35 per hour	n/a	\$16 per hour
Cafeteria or Library	\$15 per hour	n/a	\$16 per hour
Cafeteria and Kitchen	\$30 per hour	\$9 per hour	\$16 per hour
Classrooms	\$10 per hour	n/a	\$16 per hour

South Amherst Middle School

Area	School Day Rate	Food Service Worker Rate	Additional Non-School Day Rate or After 11:00 p.m.
Large Gymnasium	\$25 per hour	n/a	\$16 per hour
Small Gymnasium	\$15 per hour	n/a	\$16 per hour
Cafeteria or Library	\$15 per hour	n/a	\$16 per hour
Cafeteria and Kitchen	\$30 per hour	\$9 per hour	\$16 per hour
Classrooms	\$10 per hour	n/a	\$16 per hour
South Amherst Picnic Area	\$15 per day +\$15 per day for restroom use (if requested)	n/a	n/a

Firelands Elementary School

Area	School Day Rate	Food Service Worker Rate	Additional Non-School Day Rate or After 11:00 p.m.
Gymnasium	\$15 per hour	n/a	\$16 per hour
Cafeteria or Library	\$15 per hour	n/a	\$16 per hour
Cafeteria and Kitchen	\$30 per hour	\$9 per hour	\$16 per hour
Classrooms	\$10 per hour	n/a	\$16 per hour

All Schools

Authorized student groups, civic groups and adult school-connected groups, may use school facilities at no charge, except when additional personnel are required.		
Custodial Rate: \$16 per hour		Kitchen Rate: \$9 per hour
Authorized Groups		
<ul style="list-style-type: none"> • Adult Education or Recreation Sponsored by the Schools • Committee Meetings of Local Citizens • Firelands Booster Activities 	<ul style="list-style-type: none"> • Local 4-H Clubs • Local Boy Scouts/Girl Scouts or Brownies • Local Government Meetings 	<ul style="list-style-type: none"> • School Employee Organizations • School Sponsored Student Activities • Parent-Teacher Organizations
<i>Fees shall be paid to the Firelands Board of Education and sent or delivered to: The Treasurer's Office, Firelands Board of Education, 112 N. Lake St., South Amherst, Ohio 44001</i>		

ANY EXCEPTIONS MUST BE APPROVED BY THE SUPERINTENDENT OR HIS DESIGNEE.

Damage to School Facilities - Any organization or group using school facilities shall be responsible for any damage done to these facilities, and shall be held liable and responsible to the Board of Education, or its designated agent, for the total amount of the damages. No school facility will be rented for any purpose in which any suspicion of major damage can be anticipated.

Fee for Rental of School Property - The rental rates for the school facilities shall be according to the attached schedule.

Permit Responsibility - The group or organization using the school property shall save the Board, the individual members thereof, and any and all school officials or employees (free and without harm) from any loss, damage, liability, or expense that may arise during, or be caused in any way by such use or occupancy of school facilities.

Safety and Liability - The Board may require the renting organization to provide parking attendants, fire and police supervision and liability insurance if the crowd or program warrants it. The Board of Education requires all renting groups to protect themselves with a public liability policy of not less than \$100,000/\$300,000 bodily injury and \$50,000 property damage or a single limit coverage policy of \$300,000 to cover both bodily injury and property damage. **The renting group must give the Board a copy of the liability insurance policy.**

In consideration of being allowed to use the facilities of the Firelands Local School District, the undersigned for themselves and all members of their organization as well as the heirs, personal representatives and assigns of any of them, hereby waive all rights to file suit against the Firelands Local School District, its agents or employees to recover damages by reason of personal injury, death or property damage. The undersigned understands and agrees that this document constitutes a waiver of legal rights and voluntarily agrees to the same.

In further consideration of being allowed to use these facilities, the undersigned on behalf of himself/herself personally and the organization they represent agrees to indemnify and hold harmless the Board of Education of the Firelands Local School District, its agents and employees from any liability for personal injury, death, or property damage including costs of suit and reasonable attorney fees that may arise out of such use.

ANY VIOLATION OF THE ABOVE RULES MAY RESULT IN CANCELLATION OF CONTRACT WITH NO REFUND OF FEES.

RULES AND REGULATIONS OF THIS CONTRACT MAY CHANGE WITHOUT NOTICE

Return this form to:

Chuck Galloway
Supervisor of Buildings and Grounds
112 N. Lake St.
South Amherst, OH 44001
440-965-5821

-or-

Email: cgalloway@firelandsschools.org