

# Firelands Local Schools Building and Grounds Use Rental Form



## 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](http://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](mailto:cgalloway@firelandsschools.org)

## Chuck Galloway will Contact Rental Requestor with Approval/Disapproval & Rental Fees if Applicable

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

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

Group name: \_\_\_\_\_

Responsible person (please print): \_\_\_\_\_

Check one:            Resident \_\_\_\_\_            Non-resident \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email \_\_\_\_\_

**School facility requested:**    FHS \_\_\_\_\_    FMS \_\_\_\_\_    FES \_\_\_\_\_

**Areas needed** – check all that apply:

- Kitchen                     Cafeteria                     Classroom                     Library  
 FES Gym                     FMS Gym                     FHS Small Gym                     FHS Large Gym  
 South Amherst picnic area                     Restrooms at South Amherst picnic area

Date(s) for use: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Special requests for equipment and/or furniture: \_\_\_\_\_

**READ AND CONFIRM:**

**I have fully 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 responsible person for the group \_\_\_\_\_

**FOR OFFICE USE ONLY**

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 for 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, a custodian, principal, teacher, or other school employee shall be in charge authorized by the local superintendent who shall have free access to all rooms at all times.
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. Should the applicant have the need to cancel a scheduled event, the Facility Manager must have 48 hour notice, otherwise, the applicant will be charged, at minimum, a two hour custodial fee plus any additional charges incurred related to the scheduled event. In the event schools are closed due to emergency causes (e.g. snow), an effort will be made to inform the permit holder; however, it shall be assumed that the permit holder is aware that ALL SCHOOL AND PERMIT ACTIVITIES ARE CANCELLED. Such closings are broadcast through local media. If cancellation is necessary, every effort will be made to make other arrangements for the permit holder. Deposits are recoverable if the school district causes cancellation.

**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.
- District facilities shall not be used for commercial or personal gain.
- NO school district machines/equipment may be used without prior authorization. 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 or other school property or moving of same 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, use of tobacco products including smokeless tobacco and electronic cigarettes or narcotics in facilities is strictly prohibited.
- No alcoholic beverages are allowed on the premises. This includes building and grounds.
  - Fire and safety regulations will be strictly enforced. Permit holders must follow all directives from the building in regards to emergency procedures.
  - Corridors, exits, and stairways must be free of obstructions at all times.
  - Exits are to be lighted when facilities are in use.
  - Occupancy limits must be observed at all times.
  - Posted building rules will be enforced.
- Preventing the entrance of unauthorized persons is the responsibility of the group using the building.
- If decorations are used, they must be fireproof and 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. The use of open flames, such as candles and incense is not permitted.
- 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. See attachment “A” (page 9) for Food Service Guidelines.
- Cooks will be assigned by the Foodservice Supervisor. When a cook is required, a \$25/hour fee shall be charged for the actual hours on duty. This fee will be in addition to the regular rental fee.

- All kitchen supplies (soap, towels, utensils, etc.) are the responsibility of the organization renting the facility.
- The sale of food, candy, beverages, or other items must be cleared at the time application is made for the building use/rental form. Concessions and refreshments shall be allowed only in designated areas.
  
- NO live animals will be permitted into the buildings without express written approval of the District.
- NO materials, liquid or dry, may be used on any floor surface.
- NO hazardous materials.
- NO poisonous material or plants, strong acids or caustics.
- NO fireworks, explosives, pyrotechnic devices, or flammable liquids.
- NO firearms are permitted on school property.
- In No instance shall holes be placed into the parking lots for any purposes, including staking tents, inflatables, etc. This will be considered damage to the property.
- Baseball bats, hardballs, softballs, and other hard batted or thrown objects are prohibited from use in school buildings.
- The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of any School owned property.
- Custodial Services include:
  - Unlocking/locking the building, operation of lights, heating/cooling of the building.
  - Supervision of the setting up of chairs and tables (if required).
  - The normal clean-up and putting the room(s) in order for regular use.
  - This includes a minimum of a half hour prior to the activity, the activity length, and a half hour after the activity.

**FIRELANDS LOCAL SCHOOLS**  
**BUILDING RENTAL RATES**

<b>RENTAL RATES FOR ALL SCHOOL BUILDINGS</b>			
Area	School Day Rate	Food Service Worker Rate	Additional Non-School Day Rate or After 10:00 p.m.
Gymnasium	<b>\$35</b> per hour	n/a	<b>\$25</b> per hour
Cafeteria or Library	<b>\$15</b> per hour	n/a	<b>\$25</b> per hour
Cafeteria and Kitchen	<b>\$30</b> per hour	<b>\$25</b> per hour	Regular/Overtime hourly <b>\$25</b> wage/hour
Classrooms	<b>\$10</b> per hour	n/a	<b>\$25</b> per hour
South Amherst Picnic Area	<b>\$15</b> per day + <b>\$30</b> per day for restroom use (if requested)	n/a	n/a

<b>ALL SCHOOLS</b>		
Authorized student groups, civic groups and adult school-connected groups, may use school facilities at no charge on school days until 10:00 p.m. An additional cost will be charged on weekends.		
Custodial Rate: <b>\$25</b> per hour	Kitchen Rate: <b>\$25</b> per hour	
<b>AUTHORIZED GROUPS</b>		
<ul style="list-style-type: none"> <li>• Adult Education or Recreation Sponsored by the Schools</li> <li>• Committee Meetings of Local Citizens</li> <li>• Firelands Booster Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Local 4-H Clubs</li> <li>• Local Boy Scouts/Girl Scouts or Brownies</li> <li>• Local Government Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• School Employee Organizations</li> <li>• School Sponsored Student Activities</li> <li>• Parent-Teacher Organizations</li> </ul>
<p align="center"><b><u>Fees shall be paid to the Firelands Board of Education and sent or delivered to:</u></b></p> <p align="center"><b><u>The Treasurer's Office, Firelands Board of Education, 112 N. Lake St.,</u></b></p> <p align="center"><b><u>South Amherst, Ohio 44001</u></b></p>		

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

Damage to School Facilities – The School premises shall be left in a satisfactory condition at the close of the activity. All areas rented are to be returned to an acceptable condition and trash is to be placed in trash receptacles. Any organization or group using school facilities shall be responsible for any damage done to these facilities, equipment or grounds and shall be held liable and responsible to the Board of Education, 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. The Board of Education cannot store equipment for the permit holder and is not responsible for items left on the premises after an event.

Fee for Rental of School Property - The rental rates for the school facilities shall be according to the attached schedule. A deposit of 25% of the total permit fee is required with each approved permit in advance of the event. Full payment of the building rental fee, the personnel fee and any other charges shall be made within ten (10) days from the date of the building rental invoice or rental date. Additional charges will be assessed for damage or additional time beyond the originally contracted hours. During periods of inclement weather, the district may charge a fee for snow removal if the event is held during non-school operating hours.

Permit Responsibility - The group or organization using the school property shall assign an adult sponsor, whose name appears on the permit, who will ensure proper conduct, that only members of the approved group will be admitted, and that all will remain in the area assigned in the permit. The Board of Education will not be held liable for injuries sustained by any person or to any property and is responsible for bringing their own first aid kit.

Safety and Liability - The renting organization is responsible for the conduct of both participants and spectators. Adequate provisions shall be made by the permit holder to handle the anticipated event. 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 as determined by the Board of Education.

Insurance – The Board of Education requires all renting groups to protect themselves with a public liability policy of not less than \$1,000,000 for any claims whatsoever.

- a) The School is indemnified in an amount not less than \$1 million for any claims whatsoever (including injury to persons or damage to property) arising out of the use of the School premises by the User(s).
- b) The renting group must give the Board a Certificate of Insurance that accompanies the application. Firelands Local School District shall be named as an additional insured on all insurance policies.
- c) The User(s) must give written notice to the School of an accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.
- d) 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.
- e) 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.

The District's facilities are offered to all regardless of race, color, creed, age, religion, sex, national origin, marital status, veteran status, sexual orientation, political belief or affiliation, mental or physical handicap, or any other class of individual protected from discrimination under State or Federal law.

**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](mailto:cgalloway@firelandsschools.org)**





**LORAIN COUNTY GENERAL HEALTH DISTRICT**  
9880 SOUTH MURRAY RIDGE ROAD  
ELYRIA, OHIO 44035

TELEPHONE  
440 322-6367

## Basic Food Safety Guidelines for School Concession Stands

Note: The school's food service operation license includes food handling activities conducted within the concession stand.

1. A Person in Charge that demonstrates knowledge in food safety shall be present during all hours of operation. (Please contact the Health Department for more information).
2. All prepared foods shall be cooked on-site at the concession stand or school kitchen. Food items are to be obtained from an approved source such as a grocery or wholesale store.
3. The only foods that may be made in homes are baked goods such as cookies, cupcakes, brownies and other bakery items that **do not** require refrigeration. A sign shall be posted that states, "These Products are Home Produced."
4. Ready-to-eat foods shall not be touched by bare hands. Disposable food handler gloves, tongs, spatulas, or deli tissue shall be used.
5. Food handlers shall wash their hands prior to working with food and after eating, smoking, and touching non-food items (counter, money, hair, face, phone, etc.). Separate the duties of food handler and cashier. Gloves and hand sanitizer should not be a substitute for hand washing. These are meant to offer extra protection.
6. Don't work at the stand if you are ill or have symptoms of vomiting, diarrhea, or a sore throat with fever. Eating and smoking are not allowed in the concession stand.
7. Cold foods that require temperature control shall be held at **41°F or below** and hot foods that require temperature control shall be held at **135°F or greater**. A metal probe food thermometer with a temperature range of 0-220°F or a digital food thermometer shall be available and used. Clean and sanitize the thermometer probe prior to use.
8. Properly clean equipment and utensils by washing with dish detergent, rinsing with clean water, sanitizing with an approved sanitizer, and air drying. Sanitizer can be prepared by mixing water with chlorine at concentration of **50-100 PPM** or by mixing water with quaternary ammonium at a **minimum** concentration of **200 PPM**. NEVER mix quaternary ammonium with chlorine. Use test strips to ensure that the concentration of the sanitizer is correct.

9. Use only commercial, NSF approved equipment. Contact the Lorain County General Health District with the model number and specifications of proposed equipment prior to purchasing to ensure it meets the requirements of the Ohio Uniform Food Safety Code.