

YELLOW SPRINGS SCHOOLS

Request for Use of Facilities

Date: _____

Person/Organization making request: _____

Building to be used (circle): Mills Lawn YSHS Area: _____

Date(s) needed: _____ Time needed: _____

Activity planned for area: _____

CRITERIA FOR GRANTING PERMISSION:

1. An employee of the Board must open the building, remain on duty for the entire time, and secure the building. Please do not pay personnel directly.
2. The organization using school property agrees that everything will be left in the same condition in which it was found. Organization is responsible for any damage other than normal wear. Cost of repairs/replacements will be paid by the organization or its representatives.
3. Buildings shall not be used for commercial or personal gain. School functions take priority.
4. Activity shall not begin until school is dismissed in the afternoon and the pupils have left the premises.
5. When school is closed because of snow or other calamities, all activities scheduled for that day may be canceled or postponed.
6. Kitchen equipment shall not be used unless arrangements are made to have one of the regular cafeteria workers present.
7. There shall be no smoking and/or no alcohol permitted on the premises.
8. Permission shall be obtained from the principal for the use and/or rearrangement of any school equipment or furniture.
9. Rental times and payment terms must be arranged with the building principal. Deposit may be required. See back of form for Fee Schedule.
10. Provide proof of liability insurance, as requested. Required when renting on an ongoing basis.

DISCLAIMER: This agreement shall hold the Board of Education of Yellow Springs Schools and its employees harmless from all loss, expense, damage, claims, suits or subrogation resulting from any injury arising from any cause or for any reason whatsoever in, on or about the premises that are subject of this lease/agreement.

Printed name of person responsible

Signature & agreement of person responsible

Daytime Phone: _____

Evening Phone: _____

Address: _____

Signature of Principal

Date _____

OFFICE USE ONLY

- ☐ No Fee
- ☐ Fee Amount: \$ _____
- ☐ Copy of Liability Insurance

Copy to:

____ Board Office
____ Principal
____ Renter
____ Custodian
____ Bookkeeper

Please make check payable to respective building:

Mills Lawn Elementary
Yellow Springs High School

YELLOW SPRINGS SCHOOLS RENTAL FEE SCHEDULE

FACILITY:

Gym	\$30.00/hr
Cafeteria	\$30.00/hr
Cafeteria With Kitchen	\$35.00/hr
Classroom/ Conference	\$10.00/hr
Athletic Field	\$30.00/hr

PERSONNEL:

	<u>@ OT Rate</u>	<u>Sunday Rate</u>
Custodians	\$33.00/hr	\$44.00/hr
Cooks	\$20.00/hr	\$20.00/hr

- Personnel charges are made when any of above listed employees are used outside of their regular work shift.

- PLEASE do not pay personnel directly.

- Set-up and/or tear-down fees may apply.

Fee(s) Charged to the following:

- A1. Commercial or profit-making organizations.
- A2. Private social function, within the school district.
- A3. Private social function, outside of the school district. Cannot be scheduled sooner than 9 months prior to desired day.
- A4. Community organizations from other school districts.
- A5. Community organizations, outside of the school district, formed for charitable, civic, social, religious, or educational purposes.
- A6. Political organizations.
- A7. Other schools renting gymnasiums or athletic field – needs separate written agreement

No Fee(s) Charged to the following (Except possible personnel costs, see above):

- B1. Uses directly related to the schools and the operations of the schools.
- B2. Uses and groups indirectly related to the schools.
- B3. Meetings of employee associations.
- B4. Uses for voter registration and elections.
- B5. Employees of the school will not be charged for gymnasium when renting cafeteria. Gym fee will be waived.
- B6. Departments or agencies of the government.
- B7. Community organizations, within the school district, formed for charitable, civic, social, religious, or educational purposes.