

Request for Use of District Premises and Terms of Use

Strongsville City Schools

To Be Completed by Applicant

Check Premises Requested	School Premises	Fees	Additional Notes
<input type="checkbox"/>	Classrooms/Media Center	\$15/hour per classroom	# of classrooms: _____ Location/Room #s: _____
<input type="checkbox"/>	Gymnasiums <i>(Middle School/High School)</i>	\$75/hour	
<input type="checkbox"/>	Kitchen*	\$20/hour	
<input type="checkbox"/>	Cafeteria/Lunchroom <i>(High School)</i>	\$40/hour	
<input type="checkbox"/>	Cafeteria/Lunchroom <i>(Middle School)</i>	\$40/hour	
<input type="checkbox"/>	Multipurpose Room/Lunchroom <i>(Preschool/Elementary School)</i>	\$20/hour	
<input type="checkbox"/>	Auditorium* <i>(Middle School/High School)</i>	\$50/hour	
<input type="checkbox"/>	Computer Lab	\$35/hour	
<input type="checkbox"/>	Athletic Fields <i>(Middle School)</i>	\$150/hour	
<input type="checkbox"/>	Athletic Fields <i>(High School)</i>	\$150/hour \$300/hour w/lights	
<input type="checkbox"/>	Full Use of Pat Catan Stadium <i>(i.e. locker rooms, press box, restrooms, scoreboard)</i>	\$2,000 <i>(6 hour max, additional time at hourly rate)</i>	
<input type="checkbox"/>	Auxiliary Gymnasiums <i>(High School)</i>	\$50/hour	
<input type="checkbox"/>	Little Theater <i>(High School)</i>	\$35/hour	
<input type="checkbox"/>	Locker Room/Showers <i>(Middle School/High School)</i>	\$10/hour	

*Rental of these school premises may require the presence of applicable school personnel and related hourly fee

**Equipment fees may be added

To Be Completed by Applicant

Group/Individual Making Request

Date

Address of Applicant

City

State

Zip

Phone

Email

1) Requested building:

2) Purpose of function (brief):

3) Cost of admission or fees:

4) Describe any items to be sold:

5) Purpose of money received:

6) Type of materials to be distributed:

7) Estimated number of people attending:

8) Day(s) and date(s) and time(s) needed:

9) Detailed description of equipment requested:

(number of chairs, number and type of tables, movie projector, PA system, etc.)

10) Setup description:

~ Falsification of the information above will impact future use of school premises. ~

Additional Rental Guidelines and Information

User fees are due and payable upon receipt of school district billings which will be made at the conclusion of use. Checks must be made payable to the "Strongsville City Schools" and submitted to the Treasurer. Checks returned for nonpayment will be subject to a service charge. Failure to pay for usage of facility will result in denial of future requests.

If this permission is granted, the applicant agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which the applicant may use the abovementioned District premises, and to be responsible for replacement of any furniture, equipment or other District property used during the program or activity in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, the applicant agrees that there shall be no use of tobacco, alcohol, or controlled substances on school premises.

The applicant also agrees to the following provisions (if permission is granted):

- a) To be responsible for the proper supervision, control, and accommodation of persons attending the activity, and to ensure that attendees/participants will only access/use the sections of the building specified above, and the entrances to such buildings.
- b) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way.
- c) No rides or attractions, including but not limited to, trampolines, climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way.
- d) Written notice of any accident resulting in bodily injury to or damage to District property caused by a person attending or participating in the program or activity will be provided to the Business Manager within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.
- e) To procure and maintain throughout the term of this agreement a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by the applicant; and (B) names the Board as an additional insured under the policy. It is understood that the policy or certificate of insurance must be presented to the Business Manager prior to the use of school premises, that such policy is considered primary, and that any insurance held by the Board that may provide protection or benefits to the Board is considered excess.
- f) School-sponsored events take priority. Applicants will be given as much notice as feasible should a rental be cancelled due to a school-sponsored activity.

The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school premises shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

Applicant Name [Redacted] **Date** [Redacted]

~ Completed applications should be emailed to the building secretary. ~

School Office Use Only

[Redacted] This request is fully approved except for any limitations noted under "Comments" below.

[Redacted] This request is **not** approved, reasons noted under "Comments" below.

Comments [Redacted]

Head Custodian Name [Redacted] **Date** [Redacted]

Administrator Name [Redacted] **Date** [Redacted]

Business Services Office Use Only

Category of User

Category 1
Student Group

Category 2
Community Groups Affiliated w/Schools

Category 3
Community Nonprofit Groups

Category 4
Private Nonprofit Groups

Category 5
Commercial Users

Insurance Certificate on File

Yes

No

Charges to User

Description of Charges	Estimated Cost	Final Actual Cost
Facility Rental		
Audio Visual Cost		
Custodial Cost		
Food Service Cost		
Equipment/Other Cost		
Damage Cost		
Total Cost		