

# TRI STAR CAREER COMPACT BUILDING USE

start

finish

APPLICATION DATE:

TIME:

DATE (S) REQUESTED:

AREA (S) REQUESTED:

NAME OF ORGANIZATION/GROUP MAKING REQUEST:

DESCRIPTION OR TYPE OF ACTIVITY FOR USE:

NAME OF ADULT PERSON RESPONSIBLE FOR THE GROUP:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Approval and charges for facility uses will be made in conformance to the rules and regulations of the Celina Board of Education. School related activities or programs will take precedence over non-school activities. Building use is contingent upon the availability of obtaining custodians and an administrative supervisor. The facility or room rented is for the sole use of the organization making application and for the specific activities and times described. Violation of any of the rules and policies for building use will result in denial of further facility rental.

Base charge for facility and / or rooms (per chart) =		Total	\$
Custodial Services	_____ hrs @ _____	per hour	\$
Stage Engineer	_____ hrs @ _____	per hour	\$
Administrative Supervisor	_____ hrs @ _____	per hour	\$
(50 or more people present)		TOTAL	\$

OTHER CONDITIONS AND / OR STIPULATIONS IN CONTRACT:

Signature of Person Responsible for Use and Payment of Fee

Date

Approval Granted – Signature of Director or Asst. Director

Date

Please Note: Facility rental fee should be remitted within ten (10) days after use.

Make check payable to: Tri Star Career Compact

Send payment to: 7655 St. Rt. 703

Celina OH 45822

PLEASE SIGN BOTH SIDES OF THE CONTRACT AND RETURN ONE COPY TO OUR OFFICE. THANK YOU

**TRI STAR**  
CAREER COMPACT

## HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, agree to indemnify and HOLD HARMLESS the Celina City Schools Board of Education, Tri Star Career Compact, their agents and employees from all liability, claims, demands or costs, for or arising out of use of their facility, whether it be caused by the negligence or indemnitor or Celina Schools Board of Education or either party's agents or employees, or otherwise.

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Signed

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Date

### **Section 3.04 Policy on Use of School Facilities**

The Celina City Board of Education recognizes a primary responsibility to provide school buildings and facilities for school age children of the district and encourages the full and extended use of school facilities by these children. The Board also recognized that these facilities are financed and supported by the citizens of the Tri Star Career Compact member school communities and hence should be made available for community use.

It shall be the policy of this Board that school facilities shall first be made available for the school programs, and that community use will be encouraged insofar as such use does not interfere with previously scheduled school affairs and activities.

The Board has the responsibility for protecting all school facilities from damage and from increased operating cost resulting from extended use of its facilities. Certain rules and regulations must be adopted and fees charged in connection with the use of school facilities.

#### **A. GENERAL REGULATIONS**

1. Application or contract for the use of school premises shall be made with the Director or Assistant Director of the school being rented. They will approve or disapprove the request. Applicants may appeal the Director or Assistant Director's decision to the Superintendent and finally to the Board of Education if dissatisfied with the decision.
2. The person or group receiving a permit shall be responsible in cases of loss or damage, if any, to school property, including that belonging to students or school employees. Also, permitted users will assume liability for all personal injuries. (see forms Section 11.01)
3. Requests for use of facilities shall be made at least 72 hours in advance of intended use. Cancellations of already arranged use must be made more than 48 hours before the scheduled use or service fees as established by the Director/Assistant Director shall be charged.
4. All permits will be issued for specific rooms of a building and it shall be the responsibility of the user to see that the remainder of the building is not entered or molested.
5. No alcoholic beverages shall be permitted on school property at any time. There shall be no smoking in school buildings.
6. Any right or privilege granted to any person, group, or organization to use a school facility is personal, and shall not be transferred to another person, group, or organization.
7. If school equipment is to be used by non-school groups, special arrangements must be made with the director/assistant director. This may involve arranging for and paying school operators.
8. Only with written authorization shall any building be open for student use after 12:00 midnight any night and after 6:30 p.m. on Wednesdays. Buildings may be opened on Sunday by written authority of the director/assistant director.
9. School organizations shall have first opportunity to operate a check room or refreshment stand for their profit, if the user of school facilities agrees to refrain from operating such activities unless special consent of the director/assistant director is obtained.
10. Any exception to the rules above can be made only by the director/assistant director.

- B. THREE CATEGORIES OF POTENTIAL USERS OF SCHOOL FACILITIES ARE HEREBY ESTABLISHED FOR THE PURPOSE OF DETERMINING WHAT FEE, IF ANY, SHALL BE CHARGED.

**CLASS I – FREE USE OF SCHOOL FACILITIES**

- a) Any school organization composed solely within the Tri Star School District
- b) Mercer and Auglaize Counties Board of Elections
- c) Advisory Boards for associated groups

**CLASS II - MINIMAL CHARGE FOR USE OF FACILITIES**

- a) Religious, charitable and public health groups, "Y" groups, service clubs, youth groups, public forums, discussion groups, independent recreational groups, and other non-profit organizations devoted to community interest or child welfare, where no admission is required.
- b) Fine arts, cultural improvement programs and theatre groups where the admission charge (if any) is intended to cover only the expenses of the program.

**CLASS III - NORMAL CHARGE FOR USE OF FACILITIES**

- a) Any Class II group where fund raising activities are held or sponsored.
- b) Private meetings of businesses, labor unions, or farm organizations whose main purpose is the economic advancement of its members.
- c) Private groups or individuals not otherwise mentioned in Class I or Class II, including any group whose primary membership or organization is outside the Tri Star School Districts.

**FEES TO BE CHARGED FOR EACH THREE (3) HOUR PERIOD OF USE**

	<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>MAXIMUM DAILY SCHEDULE</u>
<b>CROWN STUDENT UNION</b>	-0-	\$100	\$200	\$400
<b>PEOPLE'S BANK STARROOM</b>	-0-	\$75	\$150	\$300
<b>CLASSROOM</b>	-0-	\$50	\$100	\$200
<b>CAREER PATHWAYS AREA</b>	-0-	\$75	\$150	\$300

- a) These fees are based on facilities being used during normally scheduled custodial services. If custodial overtime is required to supervise or close the building during and after its use, a charge of 1 ½ times the employee's hourly rate will be made for such overtime. (holiday rate will be 2 times employee's regular rate.)
- b) In case building facilities are scheduled for use on a non-school day during winter, an additional charge may be made to heat the building.
- c) When any facility is rented to a group, a representative will be present during the rental period, as determined by the director/assistant director. The cost of this supervision will be in addition to the rental fee. The supervisor shall be compensated at \$20.00 /hr. rate
- d) When student union facilities and stage equipment are being used, the cost of a designated operator will be added to the rental cost. (\$75.00 per 3 hour period).
- e) When air conditioning is needed, there will be a \$20.00 per hour charge to the renter.
- f) Billing will done within one month after function.