

This form must be completed and returned 30 days prior to the event



Logan-Hocking Local School District USE OF FACILITIES FORM

Organization name: _____ Name of Contact: _____

Address: _____ Date Submitted: _____

Day(s) and Date(s) Requested: _____ Times: From _____ To _____

Facility Requested: _____ For the Purpose of: _____

Contact email: _____ Contact phone: _____

| Groups | Description |
|----------|---|
| Group #1 | School Groups (curricular or co-curricular functions either related to the curriculum or directly sponsored by the Logan-Hocking Local School District) (weight and fitness room for individual employees) |
| Group #2 | School Affiliated Groups (community or school supported activities whose activities are student related and benefit the Logan-Hocking Local School District) (youth league, scouts, PTO, 4H, Boosters, churches, service clubs) *certain areas will be charged regardless of day and time |
| Group #3 | In-District Non-Profit Organization (must provide IRC 501(C)(3)) |
| Group #4 | In-District Commercial Business, Out of-District Organizations or Individuals (travel teams, Ohio High School Athletics*any amount in excess of the Ohio high school budget will be waived) |

*The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, to the premises, building or facilities. I also agree to indemnify and hold harmless the Logan-Hocking Local Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Logan-Hocking Local Board of Education or by either party's agents or employees.

Signature of Responsible Party Date

Approval of Building Principal Date

Approval of Director of Operations Date

Approval of Superintendent/Designee Date

Maintenance Supervisor Date

Approval of Treasurer/Designee Date

Office Use Only

Copy of Insurance required (Groups #3 & #4) Insurance Form Received YES NO

Copy of Insurance MUST be attached to the application, if applicable, prior to the event.

| | | | |
|----------|-----|----|-----------------------------|
| Approved | Yes | No | Date of Approval or Denied: |
|----------|-----|----|-----------------------------|

If denied, reason: _____

Estimated charges: _____

Your deposit is due when you turn in this Use of Facilities form

| Facility | Group #1 | Group #2 | Group #3 | Group #4 |
|--------------------------------|--|---|---|---|
| | School Groups (curricular and co-curricular activities) | School Affiliated Groups weeknights no charge (unless * item) weekend/non-school days fees below | In-District Non-Profit Organization (must provide 501(C)(3)) and Governmental Copy of Insurance required | In-District Commercial and Out of District Organizations or Individuals Copy of Insurance required |
| High School/Middle School Gym* | No charge | No charge | \$62.50 hr | \$125.00 hr |
| HS Auxiliary Gym | No charge | No charge | \$40.00 hr | \$100.00 hr |
| Elementary Gym | No charge | No charge | \$ 25.00 hr | \$50.00 hr |
| Chieftain Center | No charge | No charge | \$ 100.00 hr | \$200.00 hr |
| CC courts | No charge | No charge | \$ 25.00 hr | \$40.00 hr |
| CC turf | No charge | No charge | \$50.00 hr | \$100.00 hr |
| Football/Soccer Stadium* | No charge | No charge | \$175.00 hr | \$350.00 hr |
| Practice Fields | No charge | No charge | \$ 25.00 hr | \$50.00 hr |
| Baseball/Softball Field | No charge | No charge | \$ 25.00 hr | \$50.00 hr |
| Tennis Courts | No charge | No charge | \$12.50 hr | \$25.00 hr |
| HS Theater* | No charge | No charge | \$175.00 hr | \$350.00 hr |
| MS Theater | No charge | No charge | \$50.00 hr | \$100.00 hr |
| HS Lecture Hall | No charge | No charge | \$10.00 hr | \$20.00 hr |
| Cafeteria Meeting/Banquet | No charge | No charge | \$ 25.00 hr | \$100.00 hr |
| Classroom/ Media Center | No charge | No charge | \$10.00 hr | \$20.00 hr |
| | | | | |
| Custodian | <input type="checkbox"/> No charge | 10.00 hr per custodian | \$20.00 hr per custodian | \$40.00 hr per custodian |
| Food Service | \$30.00 hr per cook | \$30.00 hr per cook | \$30.00 hr per cook | \$30.00 hr per cook |
| PA System and Tech Support | <input type="checkbox"/> No charge | <input type="checkbox"/> \$30.00 hr | <input type="checkbox"/> \$30.00 hr | <input type="checkbox"/> \$30.00 hr |
| Stadium Lights | No charge | \$40.00 hr | \$40.00 hr | \$40.00 hr |
| Stadium Scoreboard | No charge | \$30.00 hr | \$30.00 hr | \$30.00 hr |
| Risers | No charge | \$75.00 / event | \$75.00 /event | \$150 / event |
| Other _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

***Custodial rates include opening the building and clean up after the event. Additional rates will be charged for snow removal if applicable. The District reserves the right to cancel any event due to inclement weather. Security may also be required depending on the size and type of event at the expense of the organization renting the facility.**

Special equipment needs:

Chairs _____ Tables _____ Round _____ Long _____
Floor mats _____ Miscellaneous _____

Additional Instructions

Rules and Regulations

1. The sponsored activity should be confined to the area approved by the building use permit.
2. The area used for the activity shall be left in a clean and orderly condition. (custodian will do the final cleaning)
3. The organization sponsoring the activity will be required to pay for any damages done to school premises.
4. Organizations shall not pay custodians directly. Custodians are compensated by the Board of Education.
5. An employee of the Board of Education must be present at all times when school buildings are being used by school or non-school organizations.
6. The building will not be opened until adequate adult supervision is present.
7. There will be no drinking of intoxicating liquors, smoking or use of drugs in the buildings or on the premises.
8. Any materials used to decorate the building should be flame proof and previously approved by the principal.
9. All posted rules shall be followed.
10. Certain rooms may not be rented at any time. (i.e. art, family and consumer science and science)
11. Groups that use school premises/facilities **MUST** possess and provide proof of liability insurance to the District Treasurer in advance of the use (see Liability Insurance guidelines on the LHLSD website). It is recommended to provide proof of insurance with completed facility use contract.

The Board encourages community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden on personnel, or strain the limited funds allotted for building services and maintenance; therefore these specific regulations have been established.

The Superintendent may waive fees at his/her discretion.

Reference: Logan-Hocking Local School District
Board Policy KG – Community Use of School Premises/Equal Access
Board Policy KG-R – Community Use of School Premises
Community Use of Facility Guidelines – Liability Insurance

Implemented February 2020 rev 09.29.2021

Adopted 3/30/21

Revised: 9/29/21



Logan-Hocking Local School District Event Deposit and Cancellation Policy

The Logan-Hocking Local School District is committed to hosting events through its facilities that embody good character, values, and competition. Events that are hosted by LHLSD for an outside-of-the-district organization are subject to a deposit and cancellation fee. The breakdown for this is as follows:

| <u>Charges over \$3,000 (deposit \$1,000)</u> | <u>Charges over \$1,500 (deposit \$500)</u> | <u>Charges under \$1,500 (deposit \$250)</u> |
|--|--|---|
| Outside of 30 days - No Fee | Outside of 30 days - No Fee | Outside of 30 days - No Fee |
| Inside of 30 days \$500 | Inside of 30 days \$200 | Inside of 30 days \$100 |
| Inside of 15 days \$750 | Inside of 15 days \$350 | Inside of 15 days \$200 |
| Inside of 7 days \$1,000 | Inside of 7 days \$500 | Inside of 7 days \$250 |

Deposits are due when you turn in the Use of Facilities form

LHLSD and its staff reserves the right to cancel any events that it has on its calendar with explanation of cancellation coming from the district representative responsible for hosting the event.

X _____

Signature of Responsible Party

Date