



Logan-Hocking Local School District

USE OF FACILITIES FORM

Organization name: _____ Name of contact: _____

Address: _____ Date: _____

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 Athletic Director	Date	Approval of Superintendent/Designee	Date

Office Use Only

Copy of Insurance required if applicable Insurance YES NO

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

If denied, reason: _____

Estimated charges: _____ **If charges exceed \$500, a deposit equal to one half of the total will be due at time of application

Copy of Insurance MUST be provided with application.

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*	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$62.50 hr	<input type="checkbox"/> \$125.00 hr
HS Auxiliary Gym	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$100.00 hr
Elementary Gym	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
Chieftian Center	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 100.00 hr	<input type="checkbox"/> \$200.00 hr
CC courts	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$40.00 hr
CC turf	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100.00 hr
Football/Soccer Stadium*	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$175.00 hr	<input type="checkbox"/> \$350.00 hr
Practice Fields	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
Baseball/Softball Field	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$50.00 hr
Tennis Courts	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$12.50 hr	<input type="checkbox"/> \$25.00 hr
HS Theater*	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$175.00 hr	<input type="checkbox"/> \$350.00 hr
MS Theater	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100.00 hr
HS Lecture Hall	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr	<input type="checkbox"/> \$20.00 hr
Cafeteria Meeting/Banquet	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$ 25.00 hr	<input type="checkbox"/> \$100.00 hr
Classroom/ Media Center	<input type="checkbox"/> No charge	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr	<input type="checkbox"/> \$20.00 hr
Custodian	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr per custodian	<input type="checkbox"/> \$20.00 hr per custodian	<input type="checkbox"/> \$40.00 hr per custodian
Food Service	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$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	<input type="checkbox"/> No charge	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr
Stadium Scoreboard	<input type="checkbox"/> No charge	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr
Risers	<input type="checkbox"/> No charge	<input type="checkbox"/> \$75.00 / event	<input type="checkbox"/> \$75.00 /event	<input type="checkbox"/> \$150 / event

**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 _____

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