

BUCKEYE LOCAL SCHOOLS

APPLICATION FOR USE OF SCHOOL BUILDING(S)/GROUNDS

(Activities will not be scheduled until this form has been completed and approved)

Building Requested

- High School Jr High School Elementary School Football Stadium
- Track/Soccer Stadium Football Practice Field Soccer Practice Field
- Baseball Field Softball Field (Gym, Athletic Fields, etc., must be approved by Athletic Director)

Area Requested

- Gym Cafeteria Kitchen (Food Service Employee Must Supervise) Media Center
- Auditorium Classroom(s) _____
- Other _____

Date(s) Requested _____ Time Requested (Bldg Open/Close) _____

Reason for Request _____

Name of Organization _____

Number of People Attending _____ Will Food be Served? _____
(If yes, your group will be expected to clean up)

Will you Require a Custodian for any Services such as Tables, Chairs, Etc? _____

If Yes, Please Explain _____

Person Taking Full Responsibility for Usage _____
(Please Print)

Address _____
(Street) (City) (Zip)

Email (Required) _____ Phone _____

APPLICATION NOT APPROVED WITHOUT THIS SECTION COMPLETED

Principal _____ Date _____

Athletic Director _____ Date _____

Treasurer's Office _____ Date _____

Support Services _____ Date _____

All external organizations requesting use of Buckeye Local School District facilities are required to provide a Certificate of Insurance naming the District as "additional insured". Coverage limits must be a minimum of \$1,000,000 and \$2,000,000 aggregate. CERTIFICATE OF INSURANCE IS REQUIRED UPON SUBMITTAL OF THIS REQUEST.

In acknowledgement and consideration of receipt of permission from the Buckeye Local School District to use certain school facilities and/or property, I hereby obligate myself, as a designated representative of the above named organization, to all conditions set forth thereon. The Buckeye Local School District reserves the right to amend terms and conditions of the facility use application. Any and all amendments will be set forth in writing before usage occurs. Signature of person accepting responsibility agrees to indemnify and HOLD HARMLESS the Buckeye Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for or arising out of use of school facilities whether it be claims, demands, damages, or costs for or arising out of use of school facilities whether it be caused by the negligence of indemnifier or the Buckeye Local Board of Education or either party's agents or employees, or otherwise. **Facility deposit is due upon submission of the application for school faculties. Any changes or cancellation of this event must be reported to the Treasurer's Office at least 72 hours prior to the event. Non compliance of this requirement will result in applicant being billed accordingly.**

Signature of Person Taking Responsibility for Usage _____ **Date** _____

THE ESTIMATED FEE FOR THE RENTAL IS AS FOLLOWS: (Fee Schedule Attached)

Facilities Rental included add ons below: _____

a. Lights \$30.00 per hour _____ **Hours** _____

b. Restrooms \$15.00 hour _____ **Hours** _____

Custodial Cost: _____

Cafeteria Cost: _____

Damage Cost: _____

Alarm Drop Charge: _____

Total Cost for Usage: _____

Cost of facilities (less deposit) will be billed later when actual costs are known: Checks should be made payable to Buckeye Local Board of Education; 3044 Columbia Rd, Medina, OH 44256

Date Originator Notified of Approval _____

Date Principal/Athletic Director Notified of Approval _____

Date Bldg Head Custodian Notified of Approval _____

Custodian Assigned _____ **Date Notified** _____
(If Applicable)

Scheduled Hours _____

Rental Fees (Per Hour):
 (Group Categories define on back)

High School/Jr High/Elementary Areas:	GROUP A	GROUP B	GROUP C	GROUP D
Gymnasium	None*	None*	\$15.00	\$25.00
Cafeteria	None*	None*	\$15.00	\$25.00
All Purpose Room	None*	None*	\$15.00	\$25.00
Media Center	None*	None*	\$15.00	\$25.00
Weight Room	None*	None*	\$15.00	\$25.00
Conference Room	None*	None*	\$15.00	\$25.00
Band Room	None*	None*	\$15.00	\$25.00
Classroom	None*	None*	\$15.00	\$25.00
Auditorium	None*	\$7.50	\$20.00	\$30.00
Picnic Area	None*	None*	\$7.50	\$10.00
Kitchen	None*	\$10.00 + District Cost	\$20.00 + District Cost	\$30.00 +District Cost
Athletic Fields:				
Football Stadium	None*	\$15.00 +Add On*	\$20.00 + Add On*	\$25.00 + Add On*
Track/Soccer Stadium	None*	\$15.00 +Add On*	\$20.00 + Add On*	\$25.00 + Add On*
Football Practice Field	None*	None*	\$15.00	\$20.00
Soccer Practice Field	None*	None*	\$15.00	\$20.00
Baseball Field	None*	None*	\$20.00	\$25.00
Softball Field	None*	None*	\$20.00 + Add On*	\$25.00 + Add On*

Add – On:

- o Lights \$30.00 per hour
- o Restrooms \$15.00 per hour

Additional Fees for All Facilities: All organizations requesting the use of a facility outside the school districts normal custodial and/or maintenance work hours will be assessed additional staffing fee for the additional expense. Fees will vary depending on the current rate for the assigned district personnel.

All organizations requesting the use of the Kitchen facility must pay an additional staffing fee for the cafeteria employee.

- o There will be a \$50.00 refundable deposit on Group C & Group D.
- o Alarm drops will be charged \$100.00
- o Abuse of any Buckeye Local School facility will result in privileges being revoked and loss of deposit.

Group A

Defined as groups organized and created solely through the existence of the school such as, but not limited to, all school sponsored teams, clubs, organizations, all school booster organizations, coaches camps, booster fundraisers, Safety Town, and DARE, etc.

Group B

Defined as non-profit (proof of an organization's 501c3 status may be requested) youth organizations which are comprised of a majority of Buckeye Local School district students/residents such as, but not limited to, Soccer, Football, Volleyball, Baseball, Softball, Wrestling, Boy Scouts, Girl Scouts, Brownies, Cub Scouts, etc. Also, non-profit government agencies or candidates running for public office with the purpose of holding a public meeting which benefits our residents. This would not include political fundraisers.

Group C

Defined as an open (non-discriminatory) community group composed of Buckeye Local School District residents whose purpose is largely to promote the welfare of the community, such as, but not limited to, social, church or recreational groups, community bands, adult athletics and business associations. Additionally, youth activates which are not 100% comprised of Buckeye Local School students/residents.

Group D

Defined as any non-discriminatory group that is located outside the Buckeye School District and not meeting the requirements of Group A, Group B or Group C including For-Profit organizations approved by the Board of Education or their designee.

Any activity sponsored by a Group A or B organization which includes bringing in an outside agency, for the sole purpose of making a profit for the outside agency, will be charged at the Group C rate. If both groups are profiting, the Board, or their designee, will determine the appropriate rate. It is recommended that all financial transactions flow through the school organization with reimbursement provided to the outside organization at the conclusion of the activity.