

**A Minimum of 7 Days of Notice is Requested ... Do not assume approval until form is returned.**

Form 7510-F1  
Revised 09/28/2020

**USE OF FACILITIES Application/Waiver of Liability and Indemnification Agreement**

**TRIAD LOCAL SCHOOLS BOARD OF EDUCATION**

7920 Brush Lake Road, North Lewisburg, OH 43060

Date of Application \_\_\_\_\_ Type of Program or Event \_\_\_\_\_

Name of Individual or Organization \_\_\_\_\_ Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State/Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Organization: Name and Title of Representative \_\_\_\_\_ Street or P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State/Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Estimate of number of persons who will be attending \_\_\_\_\_ Admission fee (if any) \_\_\_\_\_ Will a collection be taken?  Yes  No

For what purpose is fee or collection to be used? \_\_\_\_\_

Name of building desired  Elem.  M.S.  H.S.  Other \_\_\_\_\_ Room or rooms requested \_\_\_\_\_

Beginning date of use \_\_\_\_\_ Ending date of use \_\_\_\_\_ Days of the Week Su M T W Th F Sa Begin Time \_\_\_\_\_ End Time \_\_\_\_\_ Fees listed are for 4-hour limits.

Number of chairs required \_\_\_\_\_ List any special equipment needed. Please note, if special equipment is required there may be an additional fee.

Kitchen  Microphone/Podium  Custodian  Law Enforcement  Other: Specify \_\_\_\_\_

Services needed other than custodial (note: If kitchen is used, a cook must be in attendance) \_\_\_\_\_

Will refreshments or a meal be served? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Name of responsible individual(s) \_\_\_\_\_ Email Address: \_\_\_\_\_

**YOUR ORGANIZATION MUST HAVE INSURANCE TO USE TRIAD FACILITIES.** Name of Insurance Company: \_\_\_\_\_  
**\*\*ATTACH A COPY OF YOUR POLICY TO THIS APPLICATION\*\* PERMISSION WILL NOT BE GRANTED WITHOUT IT.**  
For individuals not affiliated with an organization: I understand and agree that any damage to the facility will be paid in full by the named individual (responsible party) as signed below.

**WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT**

The person named below, as the duly authorized representative of the aforementioned group or organization, release and discharge the Triad Local School District Board of Education and any of its members, officials, agents, or employees from and agree that the Board and any of its members, officials, agents, or employees shall not be responsible for any liability and damages from or related to our organization's use of any Triad Local School facilities. I understand that the reason for this agreement is that the Board has provided the use of their facility to me and/or my organization for no charge or a reduced fee covering only the district's expenses. For that reason, the Board cannot be expected to be responsible for any injuries that may occur as a result of our individual/organization's use. Therefore, on behalf of me and/or my organization, I agree to indemnify, defend and hold the Triad Local School District Board of Education, its members, officials, agents and employees harmless for any lawsuits, claims, or actions in any way arising over our use of their facilities. I assure that myself and/or my organization has, or will obtain prior to the use of the facility, liability insurance which provides coverage for any liability arising from the use of school property which proximately causes personal injury or property damage. **If permission is granted, we agree to comply with the rules and regulations of the Triad Board of Education governing the use of buildings as set forth on the back of this application. IN ADDITION: Our organization/individual has logged onto the Ohio Department of Health website at [www.odh.ohio.gov/wps/portal/gov/odh/home](http://www.odh.ohio.gov/wps/portal/gov/odh/home) and will comply with all current laws and mandates concerning Covid-19.**

Signature of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

**ENTIRE rental fee must be paid before the facility can be reserved.**

**FOR OFFICE USE:**

Date \_\_\_\_\_ Name of Individual or Organization \_\_\_\_\_

You have been granted use of the \_\_\_\_\_ for the purpose of \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ on Su M T W Th F Sa between the hours of \_\_\_\_\_ and \_\_\_\_\_  
Begin Date End Date Fees listed are for 4 hour time limits Start Time End Time

Fee \$ \_\_\_\_\_ **Payment Information:** \_\_\_\_\_

NOTES: \_\_\_\_\_ Signature of Administrator: \_\_\_\_\_

Copies will be emailed/ mailed to department(s) directly affected by use.

Athletic Dept. for gym, athletic field use  
Dir. Of Operations to assign personnel

Accounts P/R for invoicing purposes  
Applicant \_\_\_\_\_

Treasurer  
Bldg. Principal

## 10.52 USE AND RENTAL OF SCHOOL FACILITIES

**PLEASE READ CAREFULLY so you know ALL possible fees involved.**

### Section 9.1 – General Policies

- a. The school grounds, buildings and facilities were purchased or created for the purpose of the educational training of the youth and adults of the Triad Local District. The use of such grounds, buildings, and facilities for these purposes shall take priority over any and all other uses.
- b. The school grounds, buildings, and facilities shall be available to any responsible organization, or a group of at least seven citizens for educational and recreational purpose as prescribed by Triad Board of Education policies. (RC3313.67, 3313.77)
- c. Groups and organizations requesting the use of the school grounds or buildings shall certify to the board that such use shall be non-exclusive and open to the general public. (RC3313.77)
- d. **RENTAL FEE MUST BE PAID AT THE TIME OF APPLICATION. IN THE EVENT THAT THE USEAGE IS CANCELED, A REFUND WILL BE MADE TO THE INDIVIDUAL LISTED ON THE APPLICATION.**

### Section 9.2 – Fee and Service Charges

Fees and service charges for the use of the school grounds and/or facilities shall be paid by individuals, groups of citizens, or organizations in accordance with the following schedule. They are based upon minimal heating/cooling, electricity, and contractual payments to custodial and other required service personnel.

- a. **School affiliated groups: NO CHARGE for using facilities or service personnel for any Triad Organization who only work with Triad students because all profits from these events are used for the benefit of Triad students and staff and not for the entity itself.**

Community groups working with local community children: no rental charge for activities scheduled when regular custodial and service personnel will already be working at the selected school site.

- (1) A responsible adult is in charge
- (2) The responsible adult is aided by other adults if the need is indicated by the Triad Local School District.
- (3) Service personnel are paid by the organization using school facilities according to the schedule, when these services are required.

- b. **Nonprofit - individuals and adult community groups (service personnel fees additional, if required) ALL FEES LISTED ARE FOR 4-HOUR OF USE**

(1) H.S./M.S./E.S. Cafeteria, without kitchen	\$10.00	(8) Community Room #1 or Community Room #2	\$50.00
(2) H.S./M.S./E.S. Cafeteria, with kitchen (plus cook fee required)	\$15.00	(9) Combination of Community Room #1 and #2	\$100.00
(3) H.S. or M.S. Gymnasium (includes locker room)	\$35.00	(10) Combination of Community Room #1 and #2 and Concession Stand	\$125.00
(4) Gymnasium or Auditoria	\$35.00	(11) Plaza	\$50.00
(5) Classroom	\$5.00	(12) Plaza and Concession Stand	\$75.00
(6) Football Stadium: Daylight rental, per event	\$75.00		
Night rental, per event	\$100.00		
Additional \$75.00 per hour after three hours			
(7) Other outside facilities – clean up area after use, provide restroom facilities when needed.		<b>ALL FEES LISTED ARE FOR 4-HOUR OF USE</b>	

- c. **Others – (Profit making activities by individuals, commercial enterprises or non-community groups.**

(1) H.S./M.S./E.S. Cafeteria, without kitchen	\$20.00	(8) Community Room #1 or Community Room #2	\$100.00
(2) H.S./M.S./E.S. Cafeteria, with kitchen (plus cook fee required)	\$30.00	(9) Combination of Community Room #1 and #2	\$200.00
(3) H.S. or M.S. Gymnasium (includes locker room)	\$70.00	(10) Combination of Community Room #1 and #2 and Concession Stand	\$250.00
(4) Gymnasium or Auditoria	\$70.00	(11) Plaza	\$100.00
(5) Classroom	\$10.00	(12) Plaza and Concession Stand	\$150.00
(6) Football Stadium: Daylight rental, per event	\$150.00		
Night rental, per event	\$200.00		
Additional \$150.00 per hour after three hours			
(7) Other outside facilities – clean up area after use, provide restroom facilities when needed.			

- d. **Political Meetings – No Charge**

No charge shall be made of a committee representing any candidate for public office or any regularly organized political party for the purpose of holding meetings of electors for the discussion of holding meetings of electors for the discussion of public questions and issues. (RC3313.78)

- e. Prices and fees for service personnel:

- (1) Cooks, refer to Triad Board Policy 7.04
- (2) Custodians, refer to Triad Board Policy 7.04
- (3) Custodians shall not be paid for services during his/her regularly assigned hours provided the group is an approved school group (PTA, school carnival, Boosters, etc.)
- (4) Operator of spotlights or AV equipment including the public address system \$4.00 per hour (includes equipment as available).

### Section 9.3 – Arrangements for Renting Facilities

- a. Contact the building principal at the facility requested for use at least one month prior to event. (Required for situations when custodial and service personnel will be required to work beyond their regular schedules.) School sponsored sports, clubs, and special events will always be given first priority in scheduling. The rental of facilities for the purpose of youth activities will be allowed on school nights only when the events will conclude by 8:30 p.m. Secure and complete necessary application forms and submit to building principal who will then get final approval from the superintendent of schools or the superintendent's designee.
- b. Requests from groups based outside of the geographic area of the Triad Local School District (including situations where a local group will be bringing in guests, such as with a tournament) must be received well enough in advance by the building principal so the event can receive approval from the Triad Local Schools Board of Education.

### Section 9.4 – Rules and Regulations

- a. Groups granted permission to use or rent Triad School grounds and/or facilities shall conduct their functions in accordance with these rules and regulations as established by the Triad Board of Education.
  - (1) All applications for the use of school premises shall be referred to the superintendent of schools or the superintendent's designee.
  - (2) Requests for the use of buildings must be made at least one-month prior of the date on which the facility will be used except as outlined in section 9.3-b. Cancellation of permits must be made not less than twenty-four hours prior to the commitment. Permit holders will be held responsible for all charges if the cancellation notice is not received at least twenty-four hours in advance.
  - (3) In event of conflict on dates, all school functions shall be given priority.
  - (4) All permits will be issued for specific rooms in buildings. It shall be the responsibility of the permit holder to see that the remainder of the building is not entered.
  - (5) Only Triad service clubs and Triad District organizations shall be permitted to give dances or parties for profit-making purposes.
  - (6) Other Triad District organizations may give dances or parties for social purposes only.
  - (7) Police protection shall be provided by the sponsoring organization when deemed advisable by school authorities or the sponsoring agency.
  - (8) Rental and fees shall be paid to the Treasurer of the Triad Board of Education at least twenty-four hours prior to the use of facilities.
  - (9) Rental rates cover only the facilities listed. There will be an extra charge for additional facilities requested after the reservation and issuance of the permit. For example: rental of an auditorium does not include adjacent classroom, equipment from other rooms, etc. Rental of any part of a building does include the use of restroom facilities.
  - (10) The Triad Board of Education reserves the right to alter rental fees as necessary for weekend use of the school facilities since opening the buildings on weekends results in increased costs.
  - (11) When school kitchens are used for preparation of meals, the head cook or other designated school personnel must be present and assume general supervision of school equipment. The fee for this service must be paid by the user according to the established rates.
  - (12) The permit holder agrees to assume responsibility for all liabilities arising incident to the use of building or property of the Triad Board of Education, it being understood that the Triad School assumes no obligation respecting the use of such premises.
  - (13) Special equipment such as projectors, spot lights, public address systems, etc., may be available. The use of such equipment requires a school operator and an additional fee may be added to cover the cost to the district for the personnel required.
  - (14) Smoking within the building is prohibited
  - (15) No intoxicating beverage nor narcotic drug or other controlled substance as defined by the Ohio Revised Code shall be permitted on the school grounds or in the buildings.
  - (16) Any individual under the influence of alcohol or narcotic drug or other controlled substance shall not be permitted on the school grounds.
  - (17) All property destroyed or damaged shall be replaced or repaired at the expense of the organization of individual. Damages shall be paid by the group or individual using or renting the premises upon receipt of an invoice for the same.
  - (18) Willful destruction of school property shall be cause for refusal of future use of school facilities.
  - (19) Violation of any of the foregoing regulations shall be cause for refusal of future use of school facilities.