

Old Fort Local Schools
Old Fort, Ohio 44861
High School 419.992.4291
Elementary 419.992.1024

Request for Use of School Facilities

The Old Fort Board of Education encourages the proper use of school facilities by the community. This use should not interfere with regular school purposes, impose undue burden upon personnel, or deplete funds established for building services or maintenance.

Requesting Group/Organization _____
 Type of Activity _____
 Date(s) of Activity _____
 Facility Reserved from _____ AM or PM to _____ AM or PM
 Actual Starting Time of Activity _____ AM or PM

Facility Requested

<input type="checkbox"/> High School Commons <input type="checkbox"/> New Gymnasium <input type="checkbox"/> Elem. Multi-Purpose Room <input type="checkbox"/> High School Kitchen <input type="checkbox"/> Computer Labs <input type="checkbox"/> Showers <input type="checkbox"/> Classroom(s) in Elem. or HS (please specify and list room number(s) _____) <input type="checkbox"/> Area Outdoors (please indicate area requested _____)	<input type="checkbox"/> High School Auditorium <input type="checkbox"/> High School Library <input type="checkbox"/> Old Gymnasium – (not seating area) <input type="checkbox"/> Auxiliary Gymnasium <input type="checkbox"/> Learning Lab
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Additional Equipment Requested

<input type="checkbox"/> public address system <input type="checkbox"/> overhead projector <input type="checkbox"/> projection screen	<input type="checkbox"/> chair(s) – number _____ <input type="checkbox"/> table(s) – number _____ <input type="checkbox"/> other equipment _____
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Person in-charge of Group/Organization _____
 Address _____
 Phone Number _____

If any changes occur, please notify the school office.

Hold Harmless Statement

The applicant assumes and accepts full responsibility for any and all personal liability claims arising from the use of the facility.

The applicant assumes full responsibility for the replacement or repair of school property damaged or stolen during the period of occupancy.

_____ agrees to indemnify and hold harmless Old Fort Board of Education and their agents and employees from all liability, claims, damages, or costs, for or arising from the chaperoning of any school field trip or school activity whether it be caused by the negligence of indemnitor or Old Fort Board of Education of either party's agents or employees, or otherwise.

_____ Designated Official _____ Date

School Use	<input type="checkbox"/> Request	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Reason _____
	_____	_____		
	Building Administrator	Superintendent		

Conditions Governing Use of Facilities

1. Documented evidence of liability coverage by the group, organization, and/or individual requesting access must be submitted at least one week prior to the activity.
2. Charges for costs incurred by the district shall be included in the rental fee schedule approved by the Old Fort Board of Education on an annual basis. All fees are payable to: Treasurer, Old Fort Local School District.
3. Non-profit community service organizations shall be exempt from the rental fee schedule. Depending on the nature of use of the facility (ex. sports tournaments) a custodian may be required and a fee will be charged.
4. All groups will be asked to identify an individual who will be responsible for maintaining clear communication between the group and the superintendent and/or building administrator. It will be required that this individual be present when the group is using the facility and act in a supervisory manner in overseeing the approved activity.
5. Any damage to the building, equipment or grounds that the Old Fort Board of Education determines to be a result of misuse by an organization or group, shall be restored to its original condition at the organization or group's expense.
6. The kitchen will not be used unless prior arrangements have been made with the superintendent and/or building administrator concerning the possible need for district personnel to be present when the facility is in operation. If a cook is needed there will be an additional charge.
7. There will be no smoking in any area of the building or school grounds pursuant to the Tobacco-Free Schools Policy. Alcoholic beverages may not be served, consumed or possessed on school property by any organization.
8. For building use other than when custodians are normally in the building, a custodian will be assigned and the cost of the custodial overtime pay will be added to the usual rental fees as determined by the superintendent and/or building administrator.
9. Arrangements for the use of special equipment such as projectors, pianos, public address systems, scoreboard controls, or other equipment belonging to the district must be made with the superintendent and/or building administrator at the time the application is filed.
10. No renting organization may conduct any illegal activity on school property.
11. If school is closed due to inclement weather or other related situations that are determined to be unsafe for the facility to be used, the superintendent and/or building administrator, has the right to cancel and/or reschedule the event.

The following fee schedule will be in effect during regular custodial shift hours* when additional services of a custodian are not required for the rental use activity. All fees are per hour.

Classroom (Elem. And HS)	\$20.00	Old Gymnasium – (not seating area)	\$25.00
Elem. Multi-Purpose Room	\$25.00	New Gymnasium	\$45.00
High School Auditorium	\$40.00	Auxiliary Gymnasium	\$25.00
High School Commons	\$25.00	Showers	\$20.00
High School Library	\$25.00	Computer Labs	\$60.00
High School Kitchen	\$30.00**	Learning Lab	\$60.00

* Services of a custodian will be required if the building rental occurs outside of normal custodian work shift or if the services of a custodian are required due to the nature of the rental use activity. The actual cost of the custodian to the Board of Education will be added to the fee charged.

** A cook will be required to be present when the kitchen is used for food preparation. The actual cost of the cook to the Board of Education will be added to the fee charged.