

**HARDIN-HOUSTON APPLICATION FOR SCHOOL BUILDING USE**

**Guidelines for Use of School Facilities**

To make the school buildings and grounds available for community use, protect school property, limit liability risks, and keep the costs of renting the school grounds and facility to a minimal amount, the following facility use rules need to be adhered to:

- A. Arrive and leave at your scheduled time.
- B. Stay in the area agreed upon.
- C. Do not roam the school facility.
- D. All children must have adult supervision.
- E. Keep your area clean, if you make a mess clean it up.
- F. Tobacco Free campus.
- G. No alcohol or drugs permitted on school property.
- H. Food and drinks allowed in the gym if cleaned up properly at event conclusion.
- I. All school property, furniture, and equipment should be left as it was found.
- J. All accidents requiring medical attention that occur during community use of school facilities must be reported to school authorities.
- K. The school is not responsible for loss or damage to personal property.
- L. School functions, district use, and activities involving students attending Hardin-Houston School take priority over other community uses.
- M. Community users may be required to furnish a certificate of liability insurance.
- N. Use of school facilities may be denied to groups that may be damaging or detrimental to the best interests of the school or the school district.
- O. Activity organizers will be held responsible for the actions of activity participants and any damage sustained to school property as the result of the activity.

I, as the signing person, hereby agree to abide by all the Hardin-Houston School Board Policies and School Rules and Regulations as delineated on the attached sheets. I also agree that the group named hereupon shall pay for all fees, personnel costs, and any and all damages to any school property accessible to the group while the group is using the facility. I also agree that the group named hereupon agrees to indemnify and HOLD HARMLESS the Hardin-Houston Local Board of Education and their agents and employees from all liability, claims, damages, or costs, for, or arising out of our groups activities whether it be caused by the negligence of the group or the Hardin-Houston Local Board of Education or either party's agents or employees, or otherwise.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_ For the Purpose of \_\_\_\_\_

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**CONTRACT FOR USE OF SCHOOL FACILITIES**

This agreement, made and entered on \_\_\_\_\_, 20\_\_\_\_, by and between the Board of Education of Hardin-Houston Local School and Renter, hereby agrees to pay Hardin-Houston Local School, the sum of \$\_\_\_\_\_ per day for use of the following school facilities:

**Rental Rates**

- Baseball Diamond \$100.00 \_\_\_\_\_
- Houston Softball Diamond \$100.00 \_\_\_\_\_
- Practice Fields #2 and #3 \$100.00 \_\_\_\_\_
- Auxiliary Gymnasium \$200.00 \_\_\_\_\_
- High School Gymnasium \$200.00 \_\_\_\_\_
- School Kitchen \$100.00 \_\_\_\_\_
- Commons \$100.00 \_\_\_\_\_
- Individual and other Rooms \$50.00 \_\_\_\_\_
- Consumer Science Room \$100.00 \_\_\_\_\_

R.C. 3319.79: Any organization or group of citizens permitted to use the properties specified school be responsible for any damage done them over and above the ordinary wear, and shall, if required, pay the actual expense incurred for janitor services, lights and heat.

1962 OAG 3138: Board of Education may permit the use of school property for public meetings and recreational purposes, but such boards are not liable in tort for any damages to persons injured while on such school property, regardless of whether such persons are, or are not, members of a group having permission to use the property.

*\*The board reserves the right to require the submission of proof of liability insurance.*

*\*Payment should be made to Hardin-Houston Local School prior to the event.*

**Signed: Hardin-Houston**

**Signed: Renter**

\_\_\_\_\_  
Date:  
Principal

\_\_\_\_\_  
Date:  
President, Director, Sponsor

\_\_\_\_\_  
Date:  
Treasurer

\*\_\_\_\_\_  
Date:  
Name of Insurance Company

\_\_\_\_\_  
Date:  
Superintendent

- If the group/entity is made up of all Hardin-Houston students the rental fee will be waived (excluding the kitchen); ie. 4-H, 3<sup>rd</sup> & 4<sup>th</sup> grade basketball, etc. A custodian/school personnel will be paid \$50 to unlock and lock the facility.
- Use of the kitchen will require hiring a school cook to be present during all hours kitchen is in use. Cost of hiring a cook(s) is not included in rates shown.
- If AAU/JO team (as an example) who has Hardin-Houston students participating wants to rent the facility they have to pay the \$50 fee to have a custodian/school personnel unlock and lock the facility.
- All other groups requesting the rental of the facility will follow the rental policy contingent upon scheduling of school personnel.
- Student groups may use the facility for after school activities with administration approval at no cost (excluding the kitchen).
- In order to encourage recreational and other education-related programs in the school community, the fee schedule may be reduced or waived at the discretion of the Superintendent; for a profit making organization, the fee schedule may be increased.
- The Superintendent may limit use of rental facilities during extenuating circumstances (flood, drought, snowstorm, etc.)
- Additional personnel cost for custodial/kitchen staff will be \$25.00 per hour per person.

***OFFICE USE ONLY***

Payment received by: \_\_\_\_\_

Date: \_\_\_\_\_

***\*Building Secretaries: After payment is secured, please submit to Becky Heitman.***

**Personnel Needed**

- |  |                                 |                                    |
|--|---------------------------------|------------------------------------|
| <input type="checkbox"/> Custodian           | <input type="checkbox"/> Charge | <input type="checkbox"/> No Charge |
| <input type="checkbox"/> Cafeteria Personnel | <input type="checkbox"/> Charge | <input type="checkbox"/> No Charge |
| <input type="checkbox"/> Others: _____       | <input type="checkbox"/> Charge | <input type="checkbox"/> No Charge |