

WYNFORD LOCAL SCHOOLS
 3288 HOLMES CENTER ROAD
 BUCYRUS, OHIO 44820

NAME OF GROUP _____ CONTACT PERSON _____
 ADDRESS _____ TELEPHONE NO. _____
 FACILITY DESIRED _____ ROOMS _____
 DATES DESIRED _____ TIME(S) _____
 DESCRIPTION OF ACTIVITY TAKING PLACE _____

	Yes	No
Is group local?	_____	_____
Will there be a public performance?	_____	_____
Is food involved?	_____	_____
Will there be an admission charged?	_____	_____
Equipment needs (circle needed equipment): VHS DVD Microphone Projector Other _____		

If an admission is charged, how will the profits be used? _____

The custodial fee shall be the current hourly pay rate of district school custodians.
 The cafeteria worker fee shall be the current hourly pay rate of district school cafeteria workers.
 Charges for use of facility will be _____.

I have read the Wynford Board of Education regulations covering use of facilities. I will abide by these regulations.

 Signature of Person Responsible Date

 Building Administrator Director of Maintenance Food Service (if applicable)

This request is (approved, not approved) Listed on Google Calendar

 Superintendent Date

The Board of Education reserves the right to refuse to give permission to use the facilities or may cancel any contract by giving at least 48 hours notice in writing.

Facility	Community and Non-Profit Groups		Private or Non-Community Group (whether or not admission is charged)
	No admission charged	When admission is charged	
High School Gym	\$25.00	\$75.00 plus custodial fee	\$125.00 plus custodial fee
Elementary Gym	\$25.00	\$75.00 plus custodial fee	\$125.00 plus custodial fee
Auditorium/Multi-Purp.	\$25.00	\$50.00 plus custodial fee	\$ 75.00 plus custodial fee
Classroom	No Charge	\$10.00 plus custodial fee	\$ 25.00 plus custodial fee
Cafeteria	\$25.00	\$30.00 plus custodial fee	\$ 60.00 plus custodial fee

- A. School related organizations that sell food for a profit must do so after normal school hours.
- B. Food sold for profit cannot be prepared in private homes and then sold on school property. All food sold on school property must be prepared in a licensed food service kitchen.

USE AND RENTAL OF WYNFORD LOCAL SCHOOL FACILITIES

The use of the buildings and grounds of the Wynford Local Schools is governed by state law supplemented by policies of the Wynford Board of Education. ORC 3313.75 states that school buildings and school property are to be used for the primary

purpose of the education of youth. Furthermore, ORC 3313.77 states that a board of education shall, upon request and the payment of a reasonable fee, subject to such regulations as is adopted by such board, permit the use of any school house and room therein and the grounds and other property under its control, when not in actual use for school purposes, for any of the following reasons.

- (A) Giving instructions in any branch of education, learning, or the arts;
- (B) Holding education, religious, civic, social, or recreational meetings and entertainment, and for such other purposes as promotes the welfare of the community, provided such meetings and entertainment shall be nonexclusive and open to the general public;
- (C) Public library purposes, as a station for a public library, or as reading rooms;
- (D) Polling places, for holding elections and for the registration of voters, or holding grange or similar meetings.

In compliance with the above mentioned regulations plus ORC 3313.76, 3313.78, and 3313.79, the Wynford Board of Education establishes the following regulations for use of any facilities of Wynford Local Schools:

- (1) Any group using the facilities shall be responsible for any damage done over and above the normal wear. Said group shall assume full responsibility for the repair or replacement of building content and equipment either damaged or stolen during the period of use by said group.
- (2) The User(s) is to take out and maintain current throughout the term of this agreement a public risk insurance policy with a reputable insurer, having an A.M. Best rating of A- or better, in which (a) the School is indemnified in an amount not less than \$2 million for any claims whatsoever (including injury to persons or damage to property) arising out of the sue of the School premises by the User(s); (b) the School is named as an Additional Insured under the policy; and (c) the policy or a certificate of insurance must be produced to the School prior to use of the facilities. User(s) and the School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.
- (3) The User(s) agrees that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of any School owned property.
- (4) The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines or any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of any School owned property.
- (5) There shall be no smoking or use of alcoholic beverages.
- (6) If crowd control is needed, the rentee shall be responsible for obtaining and paying for said protection.
- (7) Any group renting a school facility shall pay all reasonable charges for extra janitorial service, or service of the employees needed, and for use of the building and grounds.
Custodial fees will be charged in accordance with the highest amount of hourly pay rate of district custodians plus overtime, if it applies.
*Waiver of Liability.
- (8) School groups such as PTO, Band Parents, Athletic Boosters, etc., may use the school facilities at no cost except overtime for janitors and expenses incurred from cafeteria personnel, if any.
- (9) The Board of Education does not assume any responsibility for any organization or group that may be using copyrighted materials contrary to law.
- (10) All meetings shall be open to the general public as provided by the General Code of Ohio ORC 3313.76 and 3313.77.
- (11) Application for use of facilities should be made through the Superintendent's office.
- (12) Cancellation by a rentee must be made 24 hours in advance so that notification can be made to all involved.

In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and approved officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the sue of the School premises or for such amounts as may not be payable under any such insurance policy.