

**SCHOOL YEAR 20\_\_ - 20\_\_**  
**OTSEGO LOCAL SCHOOL DISTRICT**  
**BUILDING RENTAL AGREEMENT**

The following organization hereby contracts for the use of facilities in the Otsego Local Schools.

**ORGANIZATION** \_\_\_\_\_

**BUILDING REQUESTED** \_\_\_\_\_ **ROOM(S)** \_\_\_\_\_

**REASON** \_\_\_\_\_ **DATES & TIMES NEEDED** \_\_\_\_\_  
(If more space is needed attach sheet with additional dates and times needed)

THE UNDERSIGNED ASSUMES RESPONSIBILITY FOR ANY DAMAGES. THE UNDERSIGNED MUST BE AT LEAST 19 YEARS OF AGE. PLEASE READ THE RULES AND INFORMATION ON THE ATTACHED PAGE.

The Board of Education may require the group (individual) to provide liability insurance while using the school facilities. The user agrees to indemnify and HOLD HARMLESS the Otsego Board of Education and their agents and employees from all liability, claims, demands, damages, or costs for, or arising out of the above use whether it be caused by the negligence of indemnitor or the Otsego Board of Education or either party's agents or employees, or otherwise.

There is a reduction of 5% in the rental fee for each week booked in advance and paid at the time of the booking up to a total reduction of 50% of the total fee. In other words if someone rents the facility for ten (10) consecutive weeks, their fee would be 50% of the total. Nine weeks - 55%; eight weeks - 60%, etc.

The charges for use are as follows: Rent \$ \_\_\_\_\_  
(1 1/2 x hourly pay, minimum of 4 hrs.) Janitor \_\_\_\_\_  
(1 1/2 x hourly pay, minimum of 4 hrs.) Cook \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Signed by authorized representative of the organization:  
I have read and agree to follow the attached rules and fee schedule. I have been given a copy of the rules and fee schedule. I agree to make payment to the Otsego School District when payment is requested.

\*\* \_\_\_\_\_  
Person having key to building      Signature/Address      Phone number

Approval is hereby given for use of school facilities as requested.

\_\_\_\_\_  
Building Administrator      Superintendent

Time - Close of meeting time is 9:30 p.m. with building closed by 9:30 p.m. unless other arrangements are made. A later closing time will result in an extra charge to cover extra heat, lights, and custodial service.

Help - A cafeteria helper must be used when school dishes and utensils are to be used. The charge is 1 1/2 x regular pay with a 4 hour minimum. All fees must be paid in advance. A check, when required for the services of cooks or janitors, will be made out to the Otsego Board of Education. The school will arrange these services.

Date - Representatives of organizations should contact the school no later than noon on the day scheduled in regard to special arrangements for meeting, etc.

School facilities are normally not available until the close of school in the afternoon. The renting organization will be assessed costs of broken, damaged, or stolen articles. During heating season, buildings may be maintained at temperatures as low as 55 degrees.

**\*\*NOTE: This person is responsible for properly securing the building when leaving. If a custodian has to be called out to complete this duty, this person will be charged 1 1/2 times the custodian's hourly rate for the time spent securing the building. Future use of the school facilities may be denied as well. Adopted 6/98**

## USE OF BUILDING AND EQUIPMENT

The Otsego Board of Education desires to make the public school buildings available to its supporting public whenever possible. In this way the school becomes a true community center of the district and a more desirable community life results.

The board's first responsibility is to the students of the school system. The use of the buildings by the public entails added maintenance and operating costs. The board finds it necessary to establish minimum rental fees to cover actual cost and not provide facilities to outside school organizations at the expense of all the taxpayers in general.

The board requests only enough money to maintain the educational program. Money required for additional costs in order to rent the facilities is taking away from the normal operational budget.

The full cooperation and understanding of all rental groups is necessary in order that the privilege of using the buildings may continue.

### 1. Responsibility

- a. Only a recognized group with reliable adult leadership shall have rental privileges;
- b. The adult leader shall make the reservations for the specific time and purpose;
- c. Rental forms shall be acquired from the building principal;
- d. The filled out form shall be returned to the principal along with the fees in advance of the building use;
- e. The adult in charge of a group renting the facility shall allow only members of that group to enter;
- f. The adult in charge of a renting group shall see that members of the group confine themselves to the area rented;
- g. No person is permitted on the gym floor without gym shoes on;
- h. The adult in charge must remain in the building until all of the group for which the building was rented have left;
- i. In case of groups renting the gym for practice or games sponsored by outside organizations during the school term, no Otsego high school or elementary school student shall be involved.

### 2. Safety and Health

- a. There shall be no use of alcoholic beverages in the school buildings;
- b. The rental group will be responsible for the conduct and discipline of their activity;
- c. Promiscuous spitting is not permitted;

- d. writing, drawing and marring of school property is prohibited;
- e. All groups are required to keep the building clean and tidy;
- f. No cars shall be parked in front of the exit door at any time.

### 3. Miscellaneous

- a. The janitor is in charge and is fully authorized and ordered by the Board to enforce all rules;
- b. No heat is provided during evening non-school functions, on Saturday, Sunday, or during school holidays except by special arrangement with the renting groups;
- c. If it is determined by the superintendent or principal that a custodian or cook is not needed, the leader of the group may be given a key. That person assumes full responsibility for opening, closing, care of the building while their group is there, and the immediate return of the key;
- d. The group renting the facilities must restore the building to order or will be assessed cleaning charges;
- e. Damage shall be reported by the renting group and payment made to the treasurer of the board of education. Damage not reported shall be assessed against the group.

Additional charges will be billed to the organization at a later date if they are required.

1. A check for the rent will be made out to the Otsego Board of Education;
2. A check, when required for the cook or janitor, will be made out to the Otsego Board of Education also;
3. Cooks and janitors will be paid 1 ½ times their regular hourly rate for a minimum of four (4) hours;
4. Any additional charges will be billed and instructions given as to how the check should be made out.

### 4. Rental Schedule

- a. Exception to the rental schedule as far as fees for the use of the buildings are concerned, is extended to the following groups:  
PTO, Adult Education, organizations giving programs for the improvement of the schools, Band Boosters, Athletic Boosters, 4-H, Scouts, student use of a building for class activities which must always have a faculty sponsor, organizations giving information for the benefit of schools (e.g. general meetings on taxation, school reorganization, etc.)

b. Schedule of Fees

All fees must be paid in advance. This is for any and all use of the facilities.

c. Minimum Charges per hour

<u>High School/Junior High School</u>	
Auditorium	\$25.00
Gym	\$25.00
Cafeteria	10.00
Kitchen	15.00
Small Classroom	10.00

<u>Otsego Elementary</u>	
Gym	\$15.00
Cafeteria	10.00
Kitchen	10.00
Small Classroom	10.00

- d. Use of the kitchen for preparation other than the usual coffee and donuts refreshments will require the presence of a cook.
- e. When used for coffee and donuts, no cook is necessary, but the facility should be left clean.
- f. The renting organization is expected to clean all facilities.
- g. The janitor and cook are hired by the renting organization in an advisory capacity only. They are not responsible for the actual cooking or cleaning.

5. Outside of School District Rentals

- a. The Otsego school facilities will not be available except by special permission of the Superintendent.

6. Use of Equipment

- a. School owned equipment such as movie projectors, etc. may be loaned out to organizations but the group using such items must be responsible for damage or loss.

Arrangements for borrowing and returning equipment will be made with the building principals.

- b. Any rental condition not covered by this policy shall be left to the decision of the Superintendent.