

ASHTABULA AREA CITY SCHOOLS
OFFICE OF BUSINESS AFFAIRS
PERMIT FOR USE OF BUILDING

NAME OF ORGANIZATION _____

Revised 10/2011

Do you carry Liability Insurance? Yes ___ No ___ If yes, attach Certificate of Liability

Is your organization: ___ profit ___ non-profit

School Building Requested _____

Security Officer may be required on weekends at LHS at requestor's cost

Approximate number of Attendees _____

Nature of Program (give complete information) _____

Auditorium * ___ Classroom ___ Computer Lab ___ Stadium ___

Media Ctr. ___ Large Group Instruction Room ___

Gymnasium I ___ and/or Gymnasium II ___ Cafetorium ___

Commons Area Only ___ Commons & Kitchen Area ___ **Food Service personnel required. A charge of \$20/hr will apply.**

No food or beverages are permitted in any areas except the LHS Commons Area, Cafetoriums and Gymnasiums (unless individual building policies prohibit food or beverages in Gymnasiums).

- Any group using the Lakeside High School (LHS) Auditorium and wishes to use the sound or light systems, a professional lighting and/or sound technician must be present. Those groups that do not have a sound or light technician must have the School District's Theater Coordinator present one hour before the event and throughout the completion of the program. The Theater Coordinator's hourly rate is \$20.00/hr.

Is program for personal gain? Yes ___ No ___

Will admission be charged? Yes ___ No ___

Will articles be sold? Yes ___ No ___

Are Custodial services required? Yes ___ No ___ **Custodial services mandatory for weekend events.**

A charge of \$30/hr will apply.

DATES REQUESTED	TIMES	HOURS	DATES REQUESTED	TIMES	HOURS

PLEASE REVIEW THE RULES AND REGULATIONS ON THE REVERSE SIDE

I have read the rules and regulations and charges regarding the rental and use of buildings. I agree to all rules and regulations, and assume all responsibility for the building requested.

Rental Charge \$ _____

Lighting Fee * \$ _____

Heating Fee \$ _____

Custodian/Fireman \$ _____

Approximate Total Fee \$ _____

Date of Request

Print Name & Signature of Person Responsible for Request

Telephone Number

Address

APPROVED BY BUILDING PRINCIPAL _____

APPROVED BY SUPERINTENDENT _____

RULES AND REGULATIONS

1. The user(s) is to ensure that any furniture and equipment moved during use of the premises is replaced, that the premises will be left in a clean and tidy condition, that proper care will be taken of the premises during use and any damage from such use, whether caused by negligence, recklessness or the willfulness of the User(s), or the servants, agents or invitees of the User(s), is repaired at the User(s) own cost.
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 AM 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 use 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 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 devises, 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 except as specifically listed below:

4. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of 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 except as listed below:

5. The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.

BUILDING RENTAL FEES

REVISED 9-06- jmf

<u>LAKESIDE HIGH SCHOOL</u>	<u>NON-PROFIT/</u>		<u>ADDITIONAL</u>
	<u>LOCAL</u>	<u>PROFIT</u>	
<i>Performing Arts Center</i>	\$ 600.00	\$ 1,000.00	+ maintenance, custodial & security costs <i>Custodial services mandatory for weekend events. A charge of \$30/hr will apply</i>
<i>Football Stadium</i>	\$ 600.00	\$ 1,000.00	+ maintenance, custodial & security costs.
<i>Large Group Instruction Room (per 4 hrs.- \$100/hr after 4)</i>	\$ 300.00	\$ 450.00	+ maintenance & custodial costs.
<i>Gymnasium (2 hr. minimum)</i>	\$ 50.00/hr	\$ 100.00/hr	+ maintenance, custodial & security costs.
<i>Cafeteria/Commons (per 4 hrs - \$75/hr after 4)</i>	\$150.00	\$ 250.00	+ maintenance, custodial & security costs.
<i>Classroom (2 hr. minimum)</i>	\$ 20.00/hr	\$ 25.00/hr	+ maintenance & custodial costs

For Kitchen use-Food Service personnel required. A charge of \$20/hr will apply.

LAKESIDE JR. HIGH

<i>Jr. High Football Field</i>	\$ 250.00	\$ 350.00	+ maintenance, custodial & security costs
<i>Cafetorium (2 hr. minimum)</i>	\$ 50.00/hr	\$ 75.00/hr	+ maintenance, custodial & security costs
<i>Gymnasium (2 hr. minimum)</i>	\$ 35.00/hr	\$ 50.00/hr	+ maintenance, custodial & security costs
<i>Classroom (2 hr. minimum)</i>	\$ 10.00/hr	\$ 15.00/hr	+ maintenance & custodial costs

ELEMENTARY

<i>Cafetorium</i>	\$ 25.00/hr	\$ 25.00/hr	+ maintenance & custodial costs
<i>Gymnasium</i>	\$ 20.00/hr	\$ 20.00/hr	+ maintenance & custodial costs
<i>Classroom</i>	\$ 10.00/hr	\$ 15.00/hr	+ maintenance & custodial costs

BUILDING USE RENTAL FEES WILL BE REVIEWED ANNUALLY BY THE AACS BOARD OF EDUCATION