

**APPLICATION FOR PERMIT TO USE SCHOOL PREMISES**

\_\_\_\_\_  
(Date application is made)

School Building \_\_\_\_\_ Space Required \_\_\_\_\_

Purpose \_\_\_\_\_

School Equipment or Supplies Needed \_\_\_\_\_

Admission

Charge \_\_\_\_\_ Free \_\_\_\_\_ Date(s) of Use \_\_\_\_\_ Hours \_\_\_\_\_

Person or Organization \_\_\_\_\_

Person in Charge (name) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone/Cell \_\_\_\_\_

I HAVE READ THE RULES GOVERNING THE USE OF SCHOOL PREMISES ATTACHED TO THIS APPLICATION AND HEREBY AGREE TO ALL TERMS AND CONDITIONS. I ALSO AGREE TO INDEMNIFY AND HOLD HARMLESS THE CROOKSVILLE EXEMPTED VILLAGE BOARD OF EDUCATION AND THEIR AGENTS AND EMPLOYEES FROM ALL LIABILITY, CLAIMS, DEMANDS, DAMAGES, OR COSTS, FOR, OR ARISING OUT OF THE USE OF SCHOOL PREMISES, OR EQUIPMENT WHETHER IT BE CAUSED BY THE NEGLIGENCE OF INDEMNITY OR CROOKSVILLE EXEMPTED VILLAGE BOARD OF EDUCATION OR EITHER PARTY'S AGENTS OR EMPLOYEES, OR OTHERWISE.

Signature \_\_\_\_\_

Address (if different from person in charge for billing) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Telephone/Cell \_\_\_\_\_

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Signature of Building Principal \_\_\_\_\_

Reason for Disapproval \_\_\_\_\_

Custodial Charge \_\_\_\_\_

Rental Charge \_\_\_\_\_

Service Charge \_\_\_\_\_

Total Amount \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

THE RIGHT TO CANCEL PERMITS AT ANY TIME IS RESERVED.

Return to: Crooksville Exempted Village School District  
Administrative Center  
4065 School Drive, Crooksville, OH 43731

CEVSD Office: - Original to Treasurer  
1 Green Copy to School -- 1 Pink copy to Supt. -  
1 Blue Copy to Renter -- 1 Gray Copy to Asst.  
Treasurer  
Date \_\_\_\_\_

COMMUNITY USE OF SCHOOL PREMISES  
(Guidelines)

All premises and all equipment in or on the Crooksville School premises are the property of the Board and all rentals for such premises or equipment shall be paid only to the Board or its agent, the Treasurer.

According to law, the Board may rent, subject to such regulations as it may adopt, school premises or part thereof for certain public meetings to individual or organizations that will hold meetings that are educational, civic, social, recreational or for such other purposes as may make for the welfare of the community.

Regulations:

1. All requests by individuals or groups to use school premises or parts thereof – classrooms, auditorium, gymnasium, music building, athletic and/or recreational fields – shall be made to the principal at least one month prior to the time for which the school premises or part of it is being requested.
2. That rental rates as established in the rate schedule following the list of regulations herein have been based upon estimates of the actual expenses incurred for janitor service, grounds maintenance, light and heat as provided in Ohio Revised Code (RC) Section 3313.79.
3. A school employee must be present at all functions within the school building. If a school employee is not a member of the user group or the Superintendent deems the employee has previously abused this privilege, a school custodian will be scheduled by the building principal to be present at the user/group's expense.
4. No public event shall infringe upon or interfere with the regular program of the school.
5. Organizations or groups are required by law to be responsible for any damages done over and above the ordinary wear of school property as provided by RC 3313.77.
6. Any educational, religious, civic, social or recreational meeting shall be non-exclusive and open to the general public as provided by RC 3313.77.
7. Smoking in the buildings, spitting on the floor, or disrespect of school premises and drinking alcoholic beverages in the buildings or on the premises are forbidden by the Board. Organizations using school premises are responsible for the enforcement of this rule.

8. Full payment of the rental price shall be made to the Treasurer at least 48 hours prior to the time of the scheduled event and the permit or rental agreement shall be signed at or before that time or reservation will be cancelled.

Requests for cancellation of permits must be received at least 48 hours in advance of the effectiveness of the permit. Non-use or failure to secure cancellation will not excuse the applicant from payment of costs incurred. Holders of permits will confine their use strictly to those parts of the building and to such equipment as are specified in the permit. Use of other special equipment is not included.

9. If police protection is needed, it shall be the responsibility of the organization engaging the school premises or part thereof, to arrange to have such service provided as required by the Board.
10. The person asking to use school premises or the person representing a group using school premises shall assume the full responsibility of following the rental terms of the Board. This person must be at least 21 years of age and known by the school authorities. Any exception to the above regulation shall be made only through the approval of the Superintendent.

The applicant and his/her group or organization will be held personally responsible for the use of the school premises by persons participating in or attracted by the activity; this includes the conduct of the opposing teams and visitors or guests.

Property damage, theft or loss of supplies and equipment arising from the occupancy of any portion of the school premises will be charged against the applicant and will cause the cancellation of any further use of school premises by the applicant.

11. Applicant shall not sublet any part of the school premises for which he/she has a permit.
12. Admission may be charged, articles sold, funds solicited or collected only when special permission has been obtained from the grantor of the permit and same is so stated thereon.

The party renting school premises and charging admission shall be responsible for the payment of all admission taxes.

13. Any person or organization sponsoring or conducting special events on school premises must provide the District a Certificate of Insurance (COI) and must list the Crooksville Exempted Village School District on the COI as a named additional insured.

Schedule of Charges

In general, in figuring an organization's fee, the total fee shall be combination of custodial service and grounds maintenance, rental fee, and other requested school personnel.

The fee for each employee required will be the regular hourly overtime rate plus Board related payroll costs (ex. benefits).

Schedule of fees:

| <u>Buildings</u>                    | <u>First two hours</u> | <u>Additional hourly rate over two hours</u> |
|-------------------------------------|------------------------|--|
| High School Commons                 | \$25 per hour          | \$20   |
| High School Gymnasium               | \$20 per hour          | \$15   |
| K-7 Multipurpose/Old Gymnasium Room | \$20 per hour          | \$15   |
| K-7 New Gymnasium                   | \$20 per hour          | \$15   |
| Regular classroom                   | \$7.50 per hour        | \$5  |
| Grounds                             | Daily Rate             |  |
| Baseball/Softball Fields            | \$75 (per diamond)     |  |
| Soccer/Track                        | \$100                  |  |
| Other Grounds/Lots                  | \$50                   |  |

\*Rental fees may be waived by the Superintendent for local teams/events

A District kitchen may be rented in conjunction with the rental of the high school commons or K-7 multipurpose room, at the rate of \$20 per hour. If a kitchen is rented, a school cook must be present at the group's expense.

Use of school premises for any fraction of an hour will be considered usage for a full hour and will be charged accordingly.

(Approval date: May 31 2011)  
(Re-approval date: April 23, 2013)  
(Re-approval date: July 22, 2014)  
(Re-approval date: May 18, 2015)