

GREENON LOCAL SCHOOL DISTRICT

Request for Use or Rental of Buildings, Grounds, or Equipment

Person/Organization making request: _____

Building to be used: Enon IV GJHS/HS Area: _____

Date(s): _____ Time of Day: _____

Activity planned for area: _____

Equipment needed: _____

CRITERIA FOR GRANTING PERMISSION:

1. An employee of the Board shall be on duty whenever a school building is used by an organization or group. Employee must open the building, remain for the entire time and secure the building. Please do not pay personnel directly.
2. Buildings shall not be used for commercial or personal gain. School functions take priority.
3. Activity shall not begin until school is dismissed in the afternoon and the pupils have left the premises.
4. When school is closed because of snow or other calamities, all activities scheduled for that day may be canceled or postponed.
5. Kitchen equipment shall not be used unless arrangements are made to have one of the regular cafeteria workers present.
6. There shall be no smoking inside the building, no alcohol permitted on the premises.
7. Permission shall be obtained from the principal for the use and/or rearrangement of any school equipment or furniture.
8. Rental times and payment terms must be arranged with the building principal. Deposit may be required. See back of form for Fee Schedule.
9. Provide proof of liability insurance when renting on an ongoing basis.

DISCLAIMER: (Renter, please fill blanks)

_____ (Renter) shall hold the Board of Education of Greenon Local and its employees harmless from all loss, expense, damage, claims, suits or subrogations resulting from any injury arising from any cause or for any reason whatsoever in, on or about the premises that are subject of this lease/agreement.

Signature of person responsible

Daytime Phone: _____

Evening Phone: _____

Address: _____

Signature of Principal

Date Approved

OFFICE USE ONLY

Fee: \$ _____

Copy to:

_____ Superintendent

_____ Principal

_____ Renter

_____ Custodian

_____ Bookkeeper

Please make check payable to respective building:

Enon Elementary

Indian Valley School

Greenon Junior/ Senior High School

**GREENON LOCAL SCHOOLS
RENTAL FEE SCHEDULE – Revision Effective February 1, 2016**

FACILITY:		PERSONNEL:		
Gym	\$20.00/hr		<u>@ OT Rate</u>	<u>Sunday Rate</u>
		Cooks	\$30.15/hr	\$40.20/hr
Cafeteria	\$20.00/hr	Custodians	\$37.15/hr	\$48.50/hr
		Bus Drivers	\$39.35/hr	\$52.50/hr
Cafeteria With Kitchen	\$25.00/hr	- Personnel charges are made when any of above listed employees are used outside of their regular work shift.		
Classroom/ Conference	\$15.00/hr	- PLEASE do <u>not</u> pay personnel directly. - Set-up and/or tear-down fees may apply.		
Athletic Field	No Charge			

Fee(s) Charged to the following:

- A1. Commercial or profit-making organizations.
- A2. Private social function (In District).
- A3. Private social function (Outside of District). Cannot be scheduled sooner than 9 months prior to desired day.
- A4. Community organizations from other school districts.
- A5. Community organizations, outside the District, formed for charitable, civic, social, religious, or educational purposes.
- A6. Political organizations.

NOTE: Special Fee Charges Apply to the Following Situation:

- A7. Uses and groups comprised of district students, but charges fees. The fee for this group is \$30.00 per hour.

No Fee(s) Charged to the following (Except possible personnel costs, see above):

- B1. Uses directly related to the schools and the operations of the schools that do not charge fees.
- B2. Uses and groups indirectly related to the schools that do not charge fees.
- B3. Other schools renting gymnasiums or athletic field – without concessions
- B4. Meetings of employee associations.
- B5. Uses for voter registration and elections.
- B6. Employees of the school will not be charged for gymnasium when renting cafeteria. Gym fee will be waived.
- B7. Departments or agencies of the government.
- B8. Community organizations, within the District, formed for charitable, civic, social, religious, or educational purposes.