



West Branch Local School District



14277 Main Street~Beloit, OH 44609
Phone (330) 938-9324~Fax (330) 938-6815

Policies Governing Use of School Facilities

The Board of Education reserves the right to deny the use of the building to groups or for any purpose that is not consistent and conforms to that which is acceptable in a school environment and with the best interest of the community or if access is requested which conflicts with school activities.

No school buildings or facilities may be used for gain by either individuals or enterprise groups.

Any damage which might occur during the use of the lease will be paid by the lessee. There shall be no alcoholic beverages or illegal drugs brought to or consumed in the buildings or on school grounds. Smoking is not permitted on school property.

Community groups shall be permitted and encouraged to use the school facilities for worthwhile purposes when such uses will not interfere with the school program.

1. The Superintendent or designee is authorized to approve and schedule the use of school facilities by School-affiliated organizations. No rental charge shall be made to such organizations; however, fees for school personnel will be charged.
2. The Board reserves to itself the power to approve the use of school facilities and the charges therefore by non-school organizations or for uses that do not conform to standards set forth above.
3. All meetings or use of school property must be under adult supervision-at least 21 years of age.

The Board of Education will not be liable for personal injury sustained or personal property lost or stolen of lessee or its guests, agent or patrons while using school property.

Rental Charges

In all cases where school personnel are required, the appropriate hourly rate will be charges plus fringes required by law. Security may be required at the discretion of Superintendent/designee in which case these charges will also be billed to the Lessee.

CLASSROOM: \$2.50 per hour. If more than one classroom is rented at a given time, the rate shall be one dollar per hour per room.

GYMNASIUM-CAFETERIA-KITCHEN: \$10.00 per hour

STADIUM: \$100.00 per night (for three hour maximum). Boys and/or girls locker rooms may be used in conjunction for \$10.00 per hour per facility.

AUDITORIUM: \$350.00 non-school related use; \$50.00 service organization use.

BALL FIELDS: Maintenance and use of the ball fields will be coordinated, during regular working hours, with administrators.

OTHER FACILITIES: Other facilities may be considered by the Board on an individual basis at the expense of the Lessee.

West Branch Local School District

Facility Rental Request/Agreement

Name of Individual/Organization _____

Address (for Billing) _____ Non Profit Status _____ Yes _____ No

Facility Requested _____ Date Requested _____

Purpose of Rental _____

Time of Entrance _____ Time of Exit _____ Number Attending _____

Services and/or equipment needed _____

_____ Lessee Responsible for special setups

Approximate Rental Charges (see reverse side) for premises _____

Custodial Fee _____ Yes _____ No

Cook Fee _____ Yes _____ No

Auditorium Mgr. _____ Yes _____ No

The Board of Education agrees to the use of the above premises by said renter on the date(s) indicated, at the price set forth and under the conditions listed in the Policy of the Board which are incorporated herein by reference and which are briefly outlined on the reverse side. It is agreed that the property will not be used for any unlawful purpose and the renter will keep the property in as good a condition as it is now in. The Treasurer's Office will issue an invoice following the event and payment should be made promptly to West Branch Local Schools at 14277 Main Street, Beloit, Ohio 44609.

It is further agreed that the school use of the premises shall have first priority and that the Board of Education reserves the right to cancel this agreement if such need arises or if said agreement is found to be in violation of State or Local regulations.

It is expressly agreed that the undersigned (are, are not) residents of the West Branch Local School District and the individual/organization completing this application agrees to indemnify and HOLD HARMLESS the West Branch Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, for or arising out of the use of the building or facility whether it be caused by the negligence of the individual/organization renting or using the building or facility or the West Branch Board of Education for the party's agents or employees or otherwise. We agree to be personally responsible to the Board of Education for the use and care of the school property and the policing of our activity and for the enforcing of the rules under which this permit is granted. We realize that our failure to do so may cause immediate cancellation of the application without refunding any fees already paid.

Signature of Applicant _____ Phone _____ Date _____

Building Principal Approval _____ Date _____

Maintenance Approval _____ Date _____

Central Office Approval _____ Date _____

Superintendent Approval _____ Date _____

Community Activity _____ Yes _____ No

Checking "Yes" will result in Facility Rental Fees. These fees are above and beyond any Custodial, Cook or Auditorium Mgr. fees that may also be charged.