

MAUMEE CITY SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES 2019-20

The right to deny an application or cancel an activity at any time is reserved by the Board of Education.
Please print all information clearly. A copy of the approved permit will be sent to you electronically.

Organization name _____ Today's Date _____

Person in charge _____ Email Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

School building requested _____ Type of activity to be held _____

Person submitting request _____ Admission Charged? _____ (if yes, submit details on a separate sheet)

Time range requested (include set up and clean up) Arrival time _____ Departure time _____

Activity Start time _____ Activity end time _____

Circle the days requested.

<i>July 2019</i>							<i>August 2019</i>							<i>September 2019</i>							<i>October 2019</i>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

<i>November 2019</i>							<i>December 2019</i>							<i>January 2020</i>							<i>February 2020</i>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

<i>March 2020</i>							<i>April 2020</i>							<i>May 2020</i>							<i>June 2020</i>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2	1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

Mark (X) all facilities needed:

- | | | | |
|--|--|--|------------------------------------|
| <input type="checkbox"/> PAC Theatre | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Media Center | <input type="checkbox"/> Kitchen* |
| <input type="checkbox"/> PAC Lobby | <input type="checkbox"/> Auxiliary gym | <input type="checkbox"/> Alumni Center | <input type="checkbox"/> Snack Bar |
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Grounds | <input type="checkbox"/> Cafeteria | * Requires separate catering form |

List specific needs for activity (i.e., tables, chairs, microphone, custodial, etc.) _____

Check here for more detailed tech needs. PAC employee will contact you.

**MAUMEE CITY SCHOOLS HOLD HARMLESS AGREEMENT AND
AGREEMENT TO ABIDE BY SECURITY REGULATIONS**

***This section does not need to be completed/signed if this is a MCS event requested by MCS employee.**

FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Maumee Board of Education _____ (indemnitor/group) hereby agrees to save, indemnify and HOLD HARMLESS the Maumee Board of Education and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for, or arising out of indemnitor's use of _____ (name of school building) for the purpose of _____ (state nature of event/activity) held on _____ (date/dates of activity) whether it be caused by, or as a result of, the negligence of indemnitor, or the Maumee Board of Education, or either party's agents or representatives, employees or otherwise.

SECURITY REGULATION - Outside doors may NOT be propped open during evening meetings and classes. The outside door shall be unlocked for only one-half hour - the 15 minutes before and 15 minutes after the activity begins. It is the permit holder's responsibility to personally admit late arrivals or designate someone to do so. This ensures the security of our buildings and the safety of those participating in evening activities. All areas of the property are subject to be monitored by video surveillance cameras except restrooms, locker rooms, dressing rooms, and individual classrooms.

I have read the Security Regulation and agree to abide by it. I understand that violation of this rule may result in immediate cancellation of this building permit.

Signature _____

I understand the regulations governing the use of school facilities, have completed the "Hold Harmless Clause/Agreement to Abide by Security Regulation" at the top of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim is attached if applicant is not a school-sponsored group.

Signature _____

*Maumee City Schools has a contract with Pepsi. Beverages brought into the facilities should be Pepsi products.

*Please return this permit to the building principal where the activity is to take place at least 10 days prior to event.

<u>FOR OFFICE USE ONLY</u>			
Building Principal:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
PAC Theatre Manager:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
Superintendent/Designee:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
<i>Charges to be set and billed by the business office.</i>	Space Rental \$ _____	Spec. Equip. \$ _____	Other () \$ _____
	Est. Custodial Wages \$ _____	Kitchen \$ _____	Est. Total Cost \$ _____

- Copies: Person in Charge
 Building Principal
 Building Engineer/Custodian
 Buildings & Grounds Supervisor
 Food Service Supervisor (if applicable)
 Alumni Director

STAFF/CUSTODIAL O/T NECESSARY FOR EVENT

Rules and Regulations Governing Use of School Premises

Permits will be issued only according to Maumee Board of Education Policy 7510 – Use of District Premises.

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the school premises or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco or vaping products is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees. Additionally the user shall provide written notice to the District of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity. The notice must be provided within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name, and address of any witnesses, and details regarding the time, place, circumstances, and nature of the injury or property damage.

Users must procure and maintain throughout the term of their use of school premises a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$1 million per occurrence/\$1 million general aggregate for any claims whatsoever arising out of the use of school premises by the user; and (B) names "Maumee City Schools" as an additional insured under the policy. The user must present the Certificate of Liability Insurance to the District prior to the use of school premises. Such policy shall be considered primary, and any insurance held by the Board of Education that may provide protection or benefits to the Board shall be considered excess.

Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

Proof of insurance must be attached, if applicant is not a school-sponsored group.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

Use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the school premises, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever school premises are being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the premises are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.

Custodial charges will include a minimum of 1.5 hours before and 1.5 hours after scheduled event.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Responsibility for enforcement of rules and regulations concerning use of District premises rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District premises. Additionally, users are responsible for the proper supervision, control, and accommodation of persons attending the activity, and must ensure that attendees/participants will only access/use authorized areas of school premises, and the entrances thereto.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when school premises are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.

The District will not be responsible for any loss of valuables or personal property.

Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school premises are being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Except for "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosive, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

Unless authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance on these premises.

Outside doors may NOT be propped open during evening meetings and events. It is the permit holder's responsibility to personally admit late arrivals, or designate someone to do so. This ensures the security of our building and the safety of those participating in evening activities.

Requests for cancellation of permits must be received at least 24 hours in advance of the effective time of the permit. Non-use or failure timely to cancel the permit will not excuse the applicant from payment of costs incurred.

The applicant and group or organization will be held personally responsible for the use of the school building and property by persons participating in or attending the activity. This includes the conduct of opposing teams, visitors and guests.

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

Applicant shall not sublet any portion of the premises.

Maumee City Schools, at its discretion, reserves the right to operate the concession stand for any event held in district facility.

Applicant shall abide by all occupancy restrictions. No animals are permitted in premises without special permission, which permission shall be noted on the permit.

Applicant agrees to conform to all applicable health and safety codes including but not limited to safe serve guidelines when using kitchen facilities.

Additional Rules and Regulations Governing Use of MPAC

Lighting and curtain arrangements can be moved only with technical director present.

No load-in before 3:00 p.m.

No access to MPAC during school hours.

Technical Director will determine the number of crew members needed and the number of hours crew is needed, and will include this in the rental estimate.

Maumee City Schools, at its discretion, reserves the right to operate the concession stand for any event held in the MPAC.

No food is permitted in the theatre. If food is taken in the theatre, there will be additional custodial charges for cleaning.

Admission may be charged, articles sold, such as souvenirs, and/or funds solicited or collected only when specifically disclosed on the application for use and approved on the permit.

A \$275 deposit is required to reserve the MPAC and will be stated on the estimate.

"No Late Seating" policies will not be accommodated by the MPAC staff unless prior arrangements have been made.

LATE PAYMENT FEE: When final payment is not received within 30 days, a late payment service charge on the unpaid balance at 1-1/2% per month will be added to the bill.

I have read the above rules and regulations governing use of Maumee City School premises and hereby agree to all terms and conditions.

Renter's Signature

Date