

RENTAL CONTRACT REGULATIONS

The Lorain City Schools make school facilities available for use by the community whenever possible as long as provisions of the Ohio Revised Code are followed. Upon proper application by an adult Lorain resident, any established responsible Lorain organization may be permitted to use school facilities for educational, religious, civic, or recreational purposes.

1. A Contract for use of School Facilities is required whenever a school is used outside of the regular school days and hours. The purpose of such use is limited to activities appropriate for the facilities requested as determined by administrative policies.
2. The right to use the property may be withdrawn or rescinded on short notice. Weather conditions or emergency situations may be some of the reasons to rescind, but the right is not limited thereto.
3. The user agrees not to alter or make improvements to district property or facilities unless approved in advance in writing.
4. A duly designated representative of the Lorain City Schools, usually the school Principal or Custodian must be present at all times when the building is in use. He/she will open and close the building at the time designated on the Contract, which in no case shall be later than 11:00 p.m.
5. The person identified as the representative of the organization renting the facility, must be present at all time the building is in use. The representative must identify him/herself at the time the building is opened, and remain until the building is vacated. If rental time goes over contract agreement, there will be an additional charge.
6. Upon completion of use, the properties and facilities will be vacated and left in as good as condition as when use began. Lorain City Schools reserves the right to designate if and when Cleaners will be used at an event, with the cost being included in the rental cost.
7. Security services are a responsibility of the user and must be provided by the organization renting the property. Lorain City Schools reserves the right to determine if security will be required. The Lorain Police Department will determine the size of the security force, and assign off duty officers or auxiliary officers. Security arrangements must be made by the user at least ten (10) days prior to rental date.
8. Smoking, use of alcohol or drugs, profanity, gambling and games of chance are absolutely prohibited on any school property. It is the responsibility of the user to enforce these rules.
9. PROOF OF LIABILITY INSURANCE, in the form of a standard certificate, must be provided to Lorain City Schools a minimum of seven (7) days prior to rental. The coverage must be in the amount of at least one million dollars (\$1,000,000), and Lorain City Schools must be named as an "also insured". Insurer must be licensed in the State of Ohio, and coverage cannot be cancelled without 30 days written notice to Lorain City Schools.
10. The user shall pay for and assume full liability for any loss or damages to person or property or claims resulting or arising from the use of district property or facilities and those granted access to the facility whether from an occurrence at the property or facility itself during such use. The user shall reimburse and hold harmless Lorain City Schools from any and all such loss, damage, or claim including, but not limited to, attorney fees and cost paid or incurred by the school district to enforce any obligations imposed on the Contract for use of School Facilities regulations.
11. Lorain City School reserves the right to remove and dispose of any personal property left behind after rental use.
12. Lorain City Schools must approve, in advance, any and all advertisements for the rental event.
13. The use of school equipment is limited to that which is requested in writing on the contract at the time of application.
14. No food or beverage will be permitted except upon prior approval. A cafeteria rental fee will be an additional charge if food is served. If food is to be served, Lorain City Schools' food service provider will be the only contractor. It will be the user's responsibility to make arrangements with food service
15. Payment in full for use of facility must be received 7 business days prior the date of requested usage. Payments made in cash must be exact amount, personal and business checks are accepted.
16. Lorain City Schools reserves the right to cancel the rental agreement if any rental contract regulation is violated. Furthermore, if property or facilities are damaged after use, the school district has the right to refuse future rental requests. Lorain City Schools also reserves the right of refusal to rent if there are outstanding invoices.



CONTRACT FOR USE OF SCHOOL FACILITIES

PLEASE PRINT

User _____ Address _____
(User is defined as the organization, group, etc. that is making the request for the use of school facilities.)

Representative _____ Address _____ Phone _____
(Representative assumes personal responsibility for payment of all charges in the event that the sponsoring organization fails to make payment. Representative is also responsible for supervision of event, and must arrive when building is opened, and remain until building is closed.)

Building Requested _____ Date _____

Purposed Activity/Use _____

Building to be opened to the public at _____ am/ pm and closed to the public at _____ am/pm

Build to be made available to user _____ hour(s) before, and _____ hour(s) after access to public

Facilities requested: Gym () Auditorium () Locker rooms () Dressing rooms () Lobby Area ()
Classroom () Lunchroom/Cafeteria () Kitchen () Other _____

List all equipment requested (P/A, piano, special lights, podium, tables, chairs, bleachers, etc.) _____

Will meals be served _____ Estimated attendance _____ Will admission be charged _____

If admission will be charged, a written schedule of charges/receipts and anticipated use(s) of the proceeds must be submitted at the time application is filed.

If any portion of the kitchen or serving area is to be used, a Lorain City School cafeteria manager must be in attendance and paid on an hourly rate by the lessee, with a three hour minimum.

User _____ agrees to indemnify and hold harmless the Lorain City Board of Education, collectively and individually, and it's agents and employees from all liability including attorney's fees, claims, damages, or costs for, or arising out of this contracted activity, whether it be caused by the negligence of either the indemnifier or the Lorain City Board of Education, it's agents, or employees. Board Policies and regulation on reverse side are made a part hereof.

Signature of Representative _____ Date _____
(By signing, representative acknowledges that all Board of Education regulations on reverse side have been read and are agreed to.)

FOR OFFICE USE ONLY

Rental Charge for facility \$ _____ Approved _____ Denied _____
Cleaner Charge \$ _____
Additional Equipment charge \$ _____ Reason for denial _____

Total Rental Charge \$ _____ Signed _____

Proof of liability Insurance received _____ Date _____

Deposit \$ _____ Date received _____ Balance due \$ _____ Date received _____

Required time for Custodian(s) _____ am/pm to _____ am/pm Required time for Cleaner(s) _____ am/pm _____ am/pm

The rental charge is based on the agreed upon times. The user will be responsible for any extended time, pro-rated accordingly.

Distribution: Original-Operations _____ User _____ School _____ Custodian _____ Energy Management _____ Security _____