



Building/Facility Rental Application

Event _____

Public or private event? _____ Will a fee be charged for the event? (If yes, how much) _____

Estimated number of people attending _____ Sponsor/Organization _____

Date of Event _____ Set up time _____ Start time _____ End time _____ Exit time _____

Building/Rooms Requested _____

Additional request(s) or comment(s): (i.e. microphone, chairs, tables, etc.) _____

Contact person _____ Work Phone _____ Cell Phone _____

Billing Address _____ Email Address _____

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? YES____ NO____ If yes, attach explanation
➤ Food Products served at no charge by outside groups must receive prior approval
➤ The Sale of Concessions or Food Products is NOT allowed by outside/non-school groups.

**Please note that drinks and/or food items are NEVER permitted in our Auditorium or Gym facilities!
Refusal to abide by this policy will result in disapproval of future requests.
Be sure to read the attached policy carefully before signing your request.**

It is mandatory for the protection of the above-named sponsor/organization that **appropriate liability insurance be purchased and a certificate of insurance indicating Three Rivers Local School District as an additional insured be furnished with this application.** The above named sponsor/organization also agrees to indemnify and hold harmless the Three Rivers Board of Education and their agents and employees from all liability, claims, demands or costs for or arising out of the facility being used by the sponsor/organization or due to cancellations or closures. The above named sponsor/organization acknowledges receipt of the regulations, fee schedule and Three Rivers School District Bylaws and Policies pertaining to Three Rivers School District Facilities.

Signature of Sponsor _____ Date _____

APPROVED _____ DISAPPROVED _____
Administrator's Signature _____
Send to Treasurer's Office at Three Rivers Board Office

Building/Facility Usage Fee Schedule

***Fees are per hour and there is a 2 hour minimum charge**

Group Classification	High School Gymnasium	Auxillary Gymnasium	Elementary Gymnasium	Auditorium	Auditorium Meeting Rooms
Class I	NC	NC	NC	NC	NC
Class II	NC	NC	NC	NC	NC
Class III	\$100	Negotiated	Negotiated	\$200	\$25
Class IV	\$100	\$50	\$10	\$200	\$50
Class V	\$100	\$50	\$10	\$200	\$50
Class VI	\$100	\$50	\$20	\$200	\$50

Group Classification	Elementary Cafetorium	Elementary Café	Secondary Café	Kitchen	Classroom	Media Center
Class I	NC	NC	NC	NC	NC	NC
Class II	NC	NC	\$35	\$50	NC	\$50
Class III	\$50	NC	\$35	\$50	\$10	\$50
Class IV	\$50	\$25	\$35	\$50	\$25	\$50
Class V	\$100	\$25	\$35	\$50	\$25	\$50
Class VI	\$100	\$25	\$35	\$50	\$25	\$50

Stadium and Football Field	Stadium, Field and Locker Rooms	Other Facilities	Security
Negotiated	Negotiated	Negotiated	Negotiated

Hourly Charge for Cooks and Custodians (Support Fees)

Cooks	Overtime and Saturdays	\$40.00/hr
	Sundays and Holidays	\$50.00/hr
Custodians	Overtime and Saturdays	\$40.00/hr
	Sundays and Holidays	\$50.00/hr

Fees for Cooks or Custodial services will at no time be waived for users who lease Facilities.

Fees may be waived in whole or in part for eligible Class I or Class II users.

Fees shall include a minimum charge of one (1) hour before and after the event.

Principals will determine the needed personnel and make arrangements for their services

Classes of School Facility Users and Other Requirements

Class I School Groups, Athletic Teams, Clubs, Band, Drama

Class II School Affiliated Groups, PTA, Booster Groups, TRCAA, etc.

Facility Fees: None

Support Fees: 2 hours custodian(s) minimum, 1 hour site manager minimum may be required or more based on need.

Other Requirements:

1. Must complete and submit a Use of Facility Request
2. Provided the user is a named insured under the District's Policy, no additional insurance is required.

Class III Organizations dedicated entirely to the service of school age youth of Three Rivers School District, Community Athletic Organizations – Boy Scouts, Girl Scouts, 4-H, etc

Facility Fees: May be required

Support Fees: May be required

Other Fees: Out of the ordinary expenses will be charged back to user.

Other Requirements:

1. Must complete and submit a Use of Facility Request
2. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.
3. Must provide evidence of not-for-profit or tax exempt status. Acceptable evidence includes copies of the user's current:
 - a. IRS tax-exempt status determination letter;
 - b. IRS Form 990;
 - c. Ohio Form CFR-1 and Ohio Annual Financial Statement; or
 - d. A copy of the applicant's filing request for tax-exempt status
4. Must provide a list of all officers, directors and those individuals responsible for the activities for which the request is being made. Addresses and phone numbers shall be provided.

Class IV Co-curricular and governmental agencies – YMCA, Police, Fire Departments, etc.

Class V Non-profit community organizations (including churches) whose membership majority resides in the Three Rivers School District. An athletic team whose coach resides in or is employed by the Three Rivers School District. These teams may schedule practices and individual games. Tournaments may not be scheduled at district facilities.

Class VI All other groups whose membership majority resides in the Three Rivers School District

Facility Fees: See Fee Schedule

Support Fees: See Fee Schedule

Other Fees: Out of the ordinary expenses will be charged back to user.

Other Requirements:

1. Must complete and submit a Use of Facility Request
2. Must provide a Certificate of Liability Insurance evidencing that the user has liability coverage in the amount of \$1,000,000. The District shall be named as an additional insured on the policy and shall be given 10 days prior written notice by the insurer of any expiration or cancellation of the policy or reduction of the limit specified above.
3. Must provide a list of all officers, directors and those individuals responsible for the activities for which the request is being made. Addresses and phone numbers shall be provided.

FOR USE IN CALCULATING ESTIMATED CHARGES 2013 - 2014

Please indicate the Rental Rate Level under which you believe you/your group falls:

Class I ___ Class II ___ Class III ___ Class IV ___ Class V ___ Class VI ___

The charges indicated below are estimates only. Final costs will be determined after appropriate posting for the service occurs. Personnel hourly rates include salary, retirement, Medicare and Workers Comp.

The user shall be charged for at least one hour of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours. On Saturday, Sunday, or holidays the minimum event time is two hours when custodial services are required. Minimum event time for an auditorium rental/technician is four hours.

FOR RENTER USE:

<u>Facility Rented</u>	<u>Hours</u>	<u>Rate</u>	=	<u>Rental Charge</u>
_____	_____	_____	=	_____
_____	_____	_____	=	_____
_____	_____	_____	=	_____
_____	_____	_____	=	_____
_____	_____	_____	=	_____

FOR BUILDING USE ONLY:

<u>PERSONNEL REQUIRED</u>	<u>Rate</u>		<u>Hours</u>	=	<u>Estimated Charge</u>
Custodian (overtime) *Required for all events	\$40.00	X	_____	=	_____
Auditorium Technician	\$50.00	X	_____	=	_____
Computer Technician *Both required for Auditorium	\$50.00	X	_____	=	_____
Food Service Worker *Required for any event in Kitchen *One required for Cafetorium	\$40.00	X	_____	=	_____
Site Manager *Required for Gyms	\$40.00	X	_____	=	_____
Grounds/Maintenance *Required for Outdoor events	\$40.00	X	_____	=	_____
TOTAL ESTIMATED CHARGES					_____

FOR TREASURER'S OFFICE USE ONLY

Date Billed	_____
Amount Billed	_____
Date Paid	_____

FACILITIES USE REGULATIONS

1. The facilities of the Three Rivers School District are to be made available to the school community for use unless the facilities are scheduled for student use, provided that the user meets the requirements prescribed by the District's Board of Education. Student use of the facilities will be given priority.
2. Groups eligible to use the facilities include:

Class I	School Groups, Athletic Teams, Clubs, Band, Drama
Class II	School Affiliated Groups, PTA, Booster Groups, TRCAA, etc.
Class III	Organizations dedicated entirely to the service of school age youth of Three Rivers School District, Community Athletic Organizations – Boy Scouts, Girl Scouts, 4-H, etc
Class IV	Co-curricular and governmental agencies – YMCA, Police, Fire Departments, etc.
Class V	Non-profit community organizations (including churches) whose membership majority resides in the Three Rivers School District. An athletic team whose coach resides in or is employed by the Three Rivers School District. These teams may schedule practices and individual games. Tournaments may not be scheduled at district facilities.
Class VI	All other groups whose membership majority resides in the Three Rivers School District
3. **School facilities are not available for use during or before regular school hours, when students are in attendance, unless granted permission from District Administration.**
4. Any user of school facilities will be responsible for providing adequate supervision by an Advisor or Group Leader during the **ENTIRE** event and will be responsible for any damage to the premises and its contents. Activities will be confined to those areas of the facility specifically approved for use. Throughout the week, any after school events for building classroom areas are to be completed by 10 PM. All gymnasium and auditorium use is to be completed by midnight. Any exceptions will be addressed on a case-by-case basis.
 - a. **Use of school facilities for Concert and/or Dance events will require the presence of security officers. The user will be responsible for providing security by a certified security company or police department; however the user can opt for the district to hire the police officer at an additional cost. One officer per 50 participants will be required. A copy of the contract between user and Security Company will be required 14 days prior to the event.**
5. Alcoholic beverages are **NOT** permitted in any District facility or on District grounds. There is **NO** smoking on school grounds. Food and drink may be served and consumed **ONLY** in those areas specifically approved for that use. Food and drink provided at no cost must be preapproved. No food or concessions sales of any kind will be allowed however; may be contracted with the school district.
Churches wanting to serve communion will be considered on an individual basis.
6. In accordance with School Board Policy JFCJ weapons of any kind are **STRICTLY** prohibited on the premises.
7. **Any Class III, IV, V, or VI user will provide the District with a Certificate of Insurance, evidencing user's liability coverage in the amount of \$1,000,000, and the Three Rivers School District Board of Education shall be named as an additional insured on the certificate of insurance.**
8. User shall hold the District and Board harmless from and against any and every kind of claim, demand, suit, action or damages relating to or arising out of user's use of the facilities.

9. If the Board, the Superintendent, or his or her designee determines that the authorized area(s) or premises are needed for school purposes, the District may cancel the use. The District also reserves the right to cancel any use for good cause, including, but not limited to, power outage, field overuse, or water service interruption. All use is automatically cancelled for days when school is closed for emergencies or inclement weather.
10. When school buildings are used for the purposes other than for Class I school use, additional expenses are incurred. The District shall have the option to recover utility costs for lighting and HVAC. These charges will be billed based on actual cost of utilities during time used. Additionally, user shall reimburse the District for the District's costs in connection with the use of outdoor field lights and any other out of the ordinary expenses.
11. When school support personnel are needed, the District will assess a charge to cover wages and benefits pursuant to the Board adopted Support Fees, as detailed on Building/Facility Usage Fee Schedule. After hours use of school kitchens is only available with the employment of qualified personnel.
12. Payment of any and all Facility Fees shall be due no later than 10 days after the date of the activity is scheduled. Checks should be made payable to and delivered to:
**Three Rivers Local School District
District Office
401 N. Miami Avenue
Cleves, OH 45002**
13. The facility may be closed, implement a delayed opening or early closure due to weather or other emergencies. Three Rivers assumes no responsibility in case of individual and/or group losing money or resources due to emergency closings.