



Galion City Board of Education  
Administrative Center  
470 Portland Way North  
Galion, Ohio 44833  
TEL: 419 468-3432  
FAX: 419 468-4333  
www.galionschools.org

## Building and Grounds Use and Rental Agreement

The following Building and Grounds Use and Rental Agreement should be completed upon receipt and review of the Building and Grounds Use Regulations and Rental Fee Guidelines.

Organization \_\_\_\_\_ Date \_\_\_\_\_

Person responsible to be billed \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (home) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (work) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (cell) Y \_\_\_ N \_\_\_ (text)

Email Address \_\_\_\_\_

Organizations Website (if applicable) \_\_\_\_\_

Name of building you wish to rent \_\_\_\_\_

Area(s) of the building (classroom #, gym, cafetorium, etc) \_\_\_\_\_

For the purpose of \_\_\_\_\_

Requested dates and actual hours of the activity as specified below:

Date/s \_\_\_\_\_ Hours \_\_\_\_\_

Date/s \_\_\_\_\_ Hours \_\_\_\_\_

\*\* A minimum of one additional hour will be added to the times stated above to allow 30 minute set-up and 30 minute clean-up.

Number of people expected at the event: \_\_\_\_\_ adults \_\_\_\_\_ students

Additional equipment needed. Describe in detail (number of chairs, type of tables, PA system, technology needs, athletic equipment, etc.)

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Describe setup required, if other than normal: \_\_\_\_\_

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## **REGULATIONS:**

1. All Building and Grounds Use and Rental Agreements must be accompanied by proof of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities. The district shall be named in the policy as an additional insured. The Director of Operations shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement. The person or group using the school facility shall also provide the district a signed Hold Harmless Statement
2. All Building and Grounds Use and Rental Agreements must be approved by the Director of Operations or designee. Applications should be coordinated with the individual building principal and a completed application submitted to the Director of Operations at the Administrative Center. Applications need to be submitted and approved at least one week in advance of the time desired.
3. Buildings must be rented for one hour more than their intended use to allow 30 minutes set-up and 30 minutes clean-up time.
4. No school facilities shall be available for use or rented on Sunday except by special permission and arrangement by the Superintendent and/or the Director of Operations.
5. All fire exits are to be kept prominent and unrestricted at all times. Fire lanes shall be kept open and exit lights shall remain on.
6. The Board of Education can cancel or refuse a rental agreement or deny future rental to an organization if a performance or activity is found objectionable or not of benefit to the people of the community in the opinion of school authorities; if proper supervision and control of the audience is neglected; or if these regulations are not enforced.
7. Activities shall be restricted to the area or room rented.
8. No school employee is permitted to use or allow individuals or groups to use school facilities and equipment without permission of the building principal and approval of the Director of Operations.
9. The organization, group, or individual making rental shall, as required by law, be responsible for any damage done over and above the ordinary wear of school property.
10. All damages should be reported to the school administrators within 24 hours of use. The renter or group using the school facilities must agree to restore to original condition any school property that is damaged. In all cases the Superintendent and/or the Director of Operations shall determine the extent of damages.
11. The Board is not responsible for personnel injured nor does it or its employees have or assume any legal responsibilities for the same.
12. The Board is not responsible for the theft of or damage to personal property.
13. Organizations using a school gym for athletic purposes shall observe the rule of requiring rubber-soled shoes for all persons using the gym floor.
14. Any police protection needed shall be the responsibility of those engaging the building or any part thereof.
15. Food sold for profit cannot be prepared in private homes and then sold on school property. All food sold on school property must be prepared in a licensed food service kitchen and may require rental of School kitchen facilities or Booster Club concession stand.

16. Possession and/or consumption of alcoholic beverages on school properties is a violation of Board rules on care and use of property. Violation of this rule shall be brought to the attention of the Board and may result in a Board's decision to deny further use of school facilities to the person(s) or group in violation. Law enforcement officials may be contacted to assist in enforcement.
17. The organization, group or individual renting school property shall be responsible for the payment of all admission taxes.
18. If technology or special equipment is requested, the district may require that Technical Support Staff be retained through the district.
19. Rental fees shall be paid prior to the scheduled event. The district will then bill the balance due for any personnel cost (i.e. custodian, cooks, technical support) following the event.
20. Final payment of personnel charges shall be made within thirty (30) days from date of invoice from the Treasurer.
21. An individual or person representing a group that is requesting rental shall assume the full responsibility of the regulations and rental terms listed herein.
22. Any outside group planning to stay overnight in the community is prohibited from camping on any school property and from using water or electrical connections unless special permission is granted.
23. The Board reserves the right to curtail or temporarily discontinue the use of school buildings and grounds in situations of emergency or unusual circumstances.
24. Participation of Non-Resident Galion City School District Students in Open Gym/Intramural Activities Held On School Property

No person who is not currently enrolled as a student in the Galion City School District (IRN # 044024) may participate in any open gym or intramural activities unless all the following conditions are met:

- a. The coach in charge has been board approved having completed a successful background check and possessing an active Pupil Activity Card.
- b. The coach in charge of the activity permits the person's participation.
- c. The person provides the following to the coach or Athletic Director prior to participation:
  1. A completed Emergency Medical Authorization form as provided in R.C. 3313.712 signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.
  2. A completed Waiver of Liability form (attached as EXHIBIT A) and signed by the parent, guardian or legal custodian of all participants under 18 years of age or by the participant 18 years of age or older.

**HOLD HARMLESS STATEMENT:**

I have read, do understand, and will comply with the provisions on this form and those contained in the Building and Grounds Use Regulations and Rental Fee Guidelines. Further, I \_\_\_\_\_ agree to indemnify and HOLD HARMLESS the Galion City School District, their agents, and employees from all liability, claims, demands, damages, or costs, for or arising out of \_\_\_\_\_ (activity or event)) whether it be caused by the negligence of indemnitor of the Galion City School District or either party's agents or employees or otherwise. The individuals or organizations agreement to indemnify includes, but is not limited to, indemnification for personal injury, property damage to the school property, building or grounds, and any attorney fees expended in pursuing or defending such a claim.

I accept responsibility for the group/organization I represent. I agree that it will abide by the rules and regulations with the knowledge that any violation of these rules and regulations may result in a fee being assessed for damages and or denial of the use of the school facilities.

I herby declare that I (and/or the organization) am covered by \_\_\_\_\_ Insurance Company with liability in the amount of \$1,000,000 liability per occurrence, \$2,000,000 general aggregate insurance coverage for each person using the facilities.

\_\_\_\_\_  
Signature of Person Representing Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**THE RENTER AGREES:**

1. To abide by all of the above regulations regarding use.
2. To pay \$\_\_\_\_\_for rental of the above specified facilities and/or grounds, plus any charges which may be levied under the paragraph for additional charges in the schedule of rental rates.
3. Renter (circle one) will or will not pay for custodian services. Estimated cost based on current salary schedule: \_\_\_\_\_.
4. To pay any additional charges for use of facilities and custodial charges when activity exceeds contracted time.

It is understood that the renter may cancel this agreement by giving at least one day of notice of this intention in writing to the Director of Operations.

It is also understood that the Board of Education may cancel this agreement because of energy curtailments, community need for emergency use of the buildings, or other good reasons by giving one day written notice.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Name \_\_\_\_\_ Group/Organization \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Representing Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal / Name of Building

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Operations

\_\_\_\_\_  
Date

**\*\*Fees subject to change**

Copies Sent To:

- \_\_\_\_ Responsible Person
- \_\_\_\_ Building Principal
- \_\_\_\_ Head Custodian
- \_\_\_\_ Director of Maintenance
- \_\_\_\_ Superintendent
- \_\_\_\_ Treasurer

## SCHOOL FACILITY USE SUMMARY

The following items are to be completed before access to our facilities is authorized:

- Signed Building Use and Rental Agreement
- Certificate of Insurance
- School District named as “Additional Insured” on certificate of insurance
- Rules for facilities provided and reviewed with user(s)
- Floor plan layout provided showing areas to be used
- Name of custodian and/or staff who will be onsite during the event
- Review of fire and tornado procedures / copies provided
- Location of AEDs (Automatic External Defibrillators)
- Special instructions for use of elevators or special lifting equipment
- Special instructions for use of technology or special equipment.  
Name and phone of contact person using equipment:  
Name \_\_\_\_\_ Phone \_\_\_\_\_
- Review/identification of public phones
- List of emergency contacts for the district

\_\_\_\_\_  
Signature of Person Representing Group or Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Principal / Name of Building

\_\_\_\_\_  
Date

## WAIVER OF LIABILITY

That in consideration of being permitted to participate in open gym / intramural activities operated by the Galion City School District, the undersigned, on behalf of myself and my minor

child, \_\_\_\_\_, \_\_\_\_\_,  
*Name Date of Birth*

hereby waives any and all liability for bodily injury or death from any cause whatsoever which may occur as a result of such participation, and hereby releases the Board of Education of the Galion City School District, its members, coaches, officials, and employees, from liability of every nature whatsoever because of bodily injury or death arising out of my child's participation in this activity.

**WARNING:  
THIS IS A RELEASE OF LIABILITY.  
READ CAREFULLY BEFORE SIGNING.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent, Guardian or Legal Custodian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

*Persons 18 years of age or older do not need an adult's signature,  
but must fill out, sign and date this form.*