

CHIPPEWA LOCAL SCHOOL DISTRICT
56 NORTH PORTAGE STREET
DOYLESTOWN, OHIO 44230-1398

SUPERINTENDENT'S OFFICE

Mr. Todd S. Osborn
Superintendent
Phone: (330) 658-6368
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TREASURER'S OFFICE

Mr. Ira D. Hamman, CPA
Treasurer
Phone: (330) 658-6700
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The facilities of the Chippewa Local School district shall be available for the educational, recreational, business, and social interests of any responsible Chippewa Local School District group or organization as long as it does not interfere with the operation of the school program. The facilities may be available for groups from outside the Chippewa Local School District at the discretion of the board or designee.

Procedures for obtaining a Facility Use Contract

Any group requesting to schedule a space in a building or on the grounds shall first tentatively schedule the event through the building administrator. Per Board policy, district events have the first right to schedule any location. After that time, outside rentals are considered in the order received by the proper administrator and by the group designation. No outside requests will be recognized prior to August 1 of the school year.

1. Obtain a Chippewa Board of Education rental agreement form at any building, the district office, or online at www.chippewa.k12.oh.us under the HS athletic main page.
2. The completed rental form must be returned to the high school athletic department at least 7 days prior to the rental day.
3. If your request is approved by the building and the district office, you'll receive a copy via email providing additional information and an itemized estimate of all charges. In the event of first time or very large bookings, pre-payment may be required for groups 3 and 4.
4. The lessee may cancel the agreement without obligation up to 1 week prior to scheduled event. At that time, the lessee obligates him/herself as a designated representative of the named organization requesting the facility, and to all conditions set forth on the rental agreement.
5. Once the rental has occurred, the athletic department will issue an invoice to the person who signed the contract. Invoices must be paid within 2 weeks of receiving the invoice.

Users Responsibility

The group or organization using the schools' facilities shall hold harmless the members of the Chippewa Local Board of Education and all school employees from any loss, damage, liability or expense that may arise during, or because in anyway in such use or occupancy of school facilities. A hold harmless clause is a part of the signed contract, which must be in place before the event occurs. In addition, a certificate of insurance naming Chippewa Local Schools as an also- insured on liability insurance is required of the lessee.

Liability

Insurances required for building rentals. The renting organization must provide public liability policy of bodily injury and property damage of not less than \$1,000,000 for each occurrence, \$2,000,000 aggregate. A certificate of insurance is to be issued to the Chippewa Local School district with the Board named as the additional insured. The certificate of insurance must provide a 10-day notice on cancellation of the policy issuance of a new certificate.

The person affixing his/her signature on the contract as the responsible representative of the renting group or organization assumes these risks and liability in the name of the group or organization. The signer assumes he/she has read and understands all procedures and rules contained in the rental guide, and assumes all responsibilities for the enforcement. The renting organization, through their signer, guarantees the payment of all fees listed on the contract and/or contained in this guide to the Chippewa Local Board of Education.

Rules and Regulations

1. Any contract granted to any person, group or organization to use any building or property is nontransferable to any other person, group, or organization.
2. Contracts will be issued for specific areas of buildings or facilities. It is the responsibility of the user to insure the remainder of the building is not entered or used.
3. The user shall assume responsibility for securing police protection or traffic control when in the district's opinion such police attendance is necessary, with costs borne to the renter.
4. Custodial/Maintenance staff will give reasonable assistance, but may not be expected to assist to the detriment of their regular planned work.
5. Shoes with metal heels, toe plates, cleats or any substance that may damage a floor shall not be worn or used in the facility.
6. Use of metal cleats is not permitted on the artificial turf at Serpentine Stadium.
7. The maximum length of any school rental agreement will be within 1 school year (August-June).
8. The Chippewa Local Schools Board of Education reserves the right to cancel a scheduled use of the facilities if such use infringes upon the original and necessary uses of such facilities. School activities shall have priority over all proposed or scheduled community activities.
9. Alcohol beverages, unauthorized drugs, profanity, and gambling are prohibited on school property. Smoking is prohibited on school grounds. Users of facilities must comply with state and local fire and safety regulations. Facilities will not be available on days when school is closed due to weather, mechanical breakdown, school vacations, or holidays, unless an agreement is made to hire appropriate personnel for the rental. It is imperative the district receives these rentals at least 1 month in advance of the use to secure appropriate personnel.
10. Groups may not use school owned audio/visual equipment unless such equipment is specified in the contract by a qualified person, determined by the district, and is operating the equipment.
11. **Proper Certificate of Liability of \$1,000,000.00 Liability Insurance must be attached, dated and Chippewa Local School District listed as the Insured.**

Classification of building users:

The use of Chippewa Local School District facilities may be limited to organizations composed of Chippewa residences headquartered in Doylestown and operated for the benefit of Doylestown residents. Organizations headquartered outside the Chippewa Local School District are subject to a 25 % surcharge in addition to the standard fee.

Priority of Use and Grouping:

Group 1 No charge for facility rental. No charge for support services unless facility use is outside normal working hours. Regular or annual meetings of school-affiliated groups, who work in the capacity of service to the schools, and those who are offering voluntary service to children who are in school attendance.

For the purpose of equal access and distribution of available spaces within the district, priority scheduling will be given to teams who are "in season", as determined by the schedule of the Ohio High School Athletic Association (OHSAA).

- School-affiliated groups that schedule activities open to the general public – (This includes fund-raising activities, dances, entertainments, parties, School Classes, Booster Clubs, 4-H, Scouts, etc.
- Student-focused organizations that operate on a non-profit basis, based in Doylestown (Boy Scouts, Girl Scouts, Youth Softball/Baseball, Youth Football, Youth Cheerleading, Youth Soccer, Youth Wrestling, Youth Basketball, Parks and Recreation Programs, Governmental Agencies, etc.)
- Youth travel teams sponsored by youth organizations.
- Fundraiser of school sponsored program including athletics.

This group shall have the use of school facilities free of rental and service charge unless the activity is scheduled at a time when a custodian is not on duty or cleanup is required. If a custodian or school employee is to be in attendance beyond the regular workday or week, the group must pay the hourly rate of pay for such employee.

- Group 2** Community-oriented service groups - (This includes class reunions, athletic groups, if majority are residents of the community, and service organizations, e.g., Lion's Club.)
- This group shall pay a \$50 (fifty dollar) deposit to reserve the facility. An invoice will be sent after the event. Additional fees may be attached to the original rental form if extra work to prepare or clean up after the event was required.
- Youth athletic travel/select teams not affiliated with youth organizations which require try outs or some selections process. Teams must be 50% Chippewa/Doylestown residents, but not affiliated with Group 1 organizations or be coached by a Doylestown resident and have a maximum number of Doylestown residents on the team as allowed by league and/or OHSAA rules. Teams that do not have a majority of Chippewa students on the team are considered to be in Group 4.
- Group 3** Non-affiliated Chippewa school, church, or charitable groups, and the OHSAA. Proof of nonprofit may be required.
- This group shall pay a rental fee and security deposit prior to the event. The facility will not be reserved until the full rental fee and deposit is paid in full.
- Group 4** Any person(s) not defined above who charge fees/admission, sell merchandise or products, or solicit donations for the purpose of making a personal profit. Any athletic team that does not meet definitions for Group 1, 2, or 3 or any organization or business classified as "for profit". Group 4 rental and support service charges apply. Pre- payment may be required.

Fee must be paid in advance and NO REFUNDS based upon the weather.

NOTES:

1. There will be a \$50 deposit for the use of any Chippewa Local Schools facilities to be refunded if the area is properly cleaned up with no damage. This charge could be waived if deemed appropriate by the Superintendent/designee.
2. The Board of Education reserves the right to waive the rental deposit or service fee in any instance.
3. School employees or Board of Education members may use the gym rent-free provided the use is non-profit, for recreational purposes and is only occasional and not on a regularly scheduled basis.
4. A group requesting facility use may be required to obtain and pay for police supervision.
5. Permission to use school equipment must be requested when filing a building use form. All moving and/or adjusting of school equipment shall be done by, or under the supervision of a school employee.
6. District policies regarding possession and/or use of alcohol, drugs, weapons and tobacco on school property must be strictly adhered to.
7. Gymnasium use will be equitably assigned by the superintendent/designee based on building use requests. Changes in use of the gym will be at the discretion of the superintendent/designee.
8. A Board employee must be in attendance when deemed appropriate by the superintendent/designee.
9. The superintendent is authorized to re-assign activities to a location other than the requested location, to accommodate scheduling problems and/or to place activities in the most appropriate area.

The Superintendent may waive the rental fees under conditions where the third party utilizing the facility is doing so as an extension of an academic course offering of the district.

Rental Fees (per hour):

<u>Building</u>	<u>Area</u>	Group 2	Group 3	Group 4
<u>Custodial Charge</u>	<u>All areas</u>	\$40 Per Hour	\$40 Per Hour	\$40 Per Hour
<u>Field Prep - 2 staff + supply cost</u>	**Softball/Baseball Serpentine Stadium	\$80 + supplies	\$80 + supplies	\$80 + supplies
Chippewa Jr-Sr High School ALL RATES PER HOUR	**Gym	\$40	\$60	\$100
	*Cafeteria	\$25	\$40	\$70
	***Auditorium	\$40	\$65	\$115
	Wrestling/Cheer Room	\$15	\$25	\$45
	**Athletic Practice fields behind Jr/Sr High	\$5	\$10	\$20
	**Softball Fields	\$30	\$50	\$85
	Serpentine Stadium *	\$45	\$75	\$125
	High School Track *	\$30	\$50	\$85
Chippewa Intermediate School ALL RATES PER HOUR	Library	\$10	\$20	\$30
	**Tennis Courts	\$30	\$50	\$85
	**Gym	\$20	\$25	\$45
	*Cafeteria	\$15	\$25	\$45
	Multi-Purpose Room	\$10	\$20	\$30
	**Baseball Field	\$30	\$50	\$85
Hazel Harvey Elementary School ALL RATES PER HOUR	Library	\$10	\$20	\$30
	**Hazel Harvey Ballfield	\$30	\$50	\$85
	*Gym/Cafeteria	\$15	\$25	\$45

* Any use of kitchen will require a Chippewa kitchen employee to be present and paid at a rate of \$40 per hour.

** Outdoor sports (i.e. baseball, football, soccer, etc.) may have limited access to indoor facilities at the discretion of the District due to the potential for facility damage. Indoor facilities may be used for activities such as registrations, equipment distributions, pictures, etc.

*** Use of lights (ie. Scoreboard(s), Sound Board, Multi Media, Stage Lights) a rate will apply. Only District trained personnel will operate at a rate of \$40 per hour.

APPLICATION FOR USE OF SCHOOL FACILITY
CHIPPEWA LOCAL SCHOOLS

466 S. Portage St. Doylestown, Ohio 44230 Phone (330) 658-6368 Fax (330) 658-5842

Date _____ Group Number _____ Name of Organization _____

Nature of Activity _____

<u>Facility Being Requested:</u> (Mark Your Choice with an X.)	<u>Area</u>	<u>High School</u>	<u>Intermediate School</u>	<u>Elementary School</u>	<u>Rental Fee</u>	<u>Deposit</u>	
	Baseball/Softball Field						
	Auditorium						
	Gymnasium						
	Multi-Purpose						
	Tennis Courts						
	Library / Media Ctr						
	Athletic Fields Behind Jr/Sr High						
	Serpentini Stadium						
	Wrestling/Cheer Room						
	Classroom						
	Cafeteria						

Name of Sponsor _____ Phone _____

Address (if not a school employee) _____

Date of Event _____ Time: from _____ to _____

Signature of Sponsor & Email (where you can be reached) _____

Email: _____

Name of Employee Responsible: (Print legibly)				
Employee position: (check one)	Teacher	Custodian _____	Cook	Other _____ Specify _____

- ✓ **Proper Certificate of Liability of \$1,000,000.00 Liability Insurance must be attached, dated and Chippewa Local School Distirct listed as the Insured.**

The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, to the premises, building or facilities. I also agree to indemnify and hold harmless the Chippewa Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Chippewa Board of Education or by either party's agents or employees.

Administrative Use Only
APPLICATION FOR USE OF SCHOOL FACILITY
CHIPPEWA LOCAL SCHOOLS

466 S. Portage St., Doylestown, Ohio 44230 Phone (330) 658-2011 Fax (330) 658-3339

Date Received _____ **Name of Organization** _____

Nature of Activity _____

Building/Facility _____

Contact Person _____

Tech Cost \$ _____

Personnel Cost \$ _____

Rental Fees \$ _____

Total Fee \$ _____

Signature of Food Services Supervisor	Approval of Activity by Principal	Approval of Athletic Director
Signature of Maintenance Supervisor	Signature of Building Services Supervisor	Application Approved by Superintendent

A copy of this application will be on file in the Athletic Director's Office.

Notes: