

# FACILITIES USE AGREEMENT

Crooksville Exempted Village School District

Organization \_\_\_\_\_

Date \_\_\_\_\_

Representative (Print) \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

## Building Requested (Check):

HIGH SCHOOL	K8 Building	Athletics Facilities
Commons	Multipurpose Room	Stadium Field
Kitchen	Kitchen	Stadium Track
Stage	Pavilion	Baseball Field
Classroom	Classroom	Softball Field
Gym	Lower Gym	Lots/Field Areas

Date/s Requested: \_\_\_\_\_

Time/s Requested: \_\_\_\_\_

Description of Use: \_\_\_\_\_

## Equipment Requested:

\_\_\_\_ Tables \_\_\_\_ Chairs  
\_\_\_\_ Overhead Projector \_\_\_\_ Screen \_\_\_\_ Movie Projector \_\_\_\_ Speakers Stand  
\_\_\_\_ Dishwasher Steamer \_\_\_\_ Stove Top \_\_\_\_ Ovens \_\_\_\_ Walk-In Cooler \_\_\_\_ Walk-In Freezer  
\_\_\_\_ Athletic Equipment (please identify): \_\_\_\_\_

\_\_\_\_ Other (please identify): \_\_\_\_\_

## Insurance Information

Does your group have liability insurance? \_\_\_\_ Yes \_\_\_\_ No

Name of group's insurance company \_\_\_\_\_

**Copy of the insurance must be provided with this application.**

Copy of insurance confirmed

Staff Initials \_\_\_\_\_

## Hold Harmless Clause

\_\_\_\_ (Group Name) agrees to indemnify and HOLD HARMLESS the Crooksville Exempted Village School District Board of Education and their agents and employees from all liability, claims, demands, damages, or losses, for or arising out of \_\_\_\_ (Group Activity) whether it be caused by the negligence of indemnitor or the Crooksville Exempted Village School District Board of Education or either party's agents or employees, or otherwise.

Signature \_\_\_\_\_

Date \_\_\_\_\_

School Policies

1. Any changes in the above stated specifications must be approved by the school official in charge, prior to the activity.
2. The renting organization and/or representative accepts all responsibility for any claims for damages or injuries to persons or property incurred as a result of the above stated activity.
3. Any and all damages of equipment and/or facility shall be charged to the person and/or organization named above.
4. If the building/facility is closed the day of the activity because of inclement weather, special circumstances, or an emergency, the activity will be cancelled.
5. The renting organization is responsible for providing any and all security for its activity. The school district is not responsible for items/articles lost or stolen.
6. School activities take priority over all rental activities.
7. Facility Use fee must be paid prior to the activity taking place.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Principal's Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Athletic Director Signature *\*If needed*

\_\_\_\_\_  
Superintendent's Signature

**THE RIGHT TO CANCEL PERMITS AT ANY TIME IS RESERVED**

Return to: Crooksville Exempted Village School District  
Administrative Center  
4065 Ceramic Way  
Crooksville, OH 43731

**\*PLEASE SEND ONE COPY TO THE FOOD SERVICE DIRECTOR IF USING ANY OF THE EQUIPMENT.**

Total Charges	
Rental Fee	_____
Custodial Fee	_____
Kitchen Staff Fee	_____
<b>Total Charge</b>	_____

CEVSD OFFICE – Original to Treasurer
1 Green copy to the school
1 Pink copy to Superintendent
1 Blue Copy to Renter
1 Gray copy to Assistant Treasurer
Date: _____

## **FEE SCHEDULE**

*Crooksville Exempted Village School District*

<b>Building</b>	<b>First 2 Hours</b>	<b>Additional Hourly Rate over 2 Hours</b>
High School Gymnasium *Custodian	\$30	\$20
High School Commons *Custodian	\$35	\$30
K8 Multipurpose Room/Old Gym *Custodian	\$30	\$20
Kitchen (K8 or HS) **In conjunction with Commons or K8 Multipurpose Room	\$25	\$50
K8 Gymnasium *Custodian	\$30	\$20
Classrooms (Stadium Classrooms Included) *Custodian	\$10	\$7.50

\*A Custodian must be present

\*\*A Kitchen staff member must be present

<b>Athletics &amp; Grounds</b>	<b>Flat Fee</b>	<b>Limit</b>
Baseball/Softball Fields	\$100	4 HRS
Football Field/Track	\$150	4 HRS
Pavilion	\$25	4 HRS
Lots/Field Areas	\$50	4 HRS

## **CUSTODIAL FEE**

\*If the event requires a custodian and is outside of custodial hours the renter will also be responsible for the hourly cost of Custodial wages. This fee will vary depending upon the individual custodian's pay.

## **KITCHEN USE RULES**

*Crooksville Exempted Village School District*

By agreeing to reserve the usage of Crooksville Exempted Village School District Kitchens you abide by the rules for use of the school building kitchen:

1. ***If a kitchen is rented, a school cook must be present at the group's expense. Rate of \$20 per hour. The cook cannot be a member of the group.***
2. Ovens are to be set back to 325 degrees if you change them.
3. Racks are to be placed back where they were originally. Racks are to be cleaned.
4. If spillage occurs, clean up.
5. Stainless steel tables and equipment are to be clean & wiped off.
6. All sinks are to be free of food and wiped clean.
7. Used towels are to be hung up.
8. Steamer is not to be used by any non-kitchen staff. If it is used by staff: clean and return to original position. Steamer doors are to be left open.
9. If the skillet is used, return to the original position and clean.
10. If you use the coffee pot, you must provide your own coffee.
11. Trash must be emptied in the dumpster.
12. Dishwasher use:
  - a. Make sure the dishwasher is filled with water before using.
  - a. After, clean out all food debris.
  - a. Spray washer down
2. **DO NOT** leave the back door open or propped **AT ALL**. This is a health violation. It is a preventative measure against rodents and insects.
3. Before leaving make sure all equipment is turned off:
  - a. Exhaust Fan
  - a. Wall fan in washroom
  - a. Ovens
  - a. Warming ovens
  - a. **SERVICE LINE WARMERS**

If any tasks are not completed it may result in non-use in the future for your organization.

Thank you very much,  
Kitchen Staff