



ROSS LOCAL SCHOOL DISTRICT  
TREASURER'S OFFICE  
3371 HAMILTON CLEVES ROAD  
HAMILTON, OHIO 45013

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Instructions:** Complete this form and return it to the building principal at least two (2) weeks prior to the use of the facility. This form can also be accessed at [rossrams.com](http://rossrams.com).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address for billing: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**A copy of your organization's liability certificate must be attached to this application and Ross Local Schools must be shown as an additional insured.**

Attached \_\_\_\_\_ Current yr. on file \_\_\_\_\_

**\*This application can not be approved without the above certificate.**

**Location of Facility: (Please circle one)**

Ross High School   Ross Middle School   Elda Elementary   Morgan Elementary   District Building

**Facilities requested: (Please place an X next to all that apply, pricing on reverse side of this page)**

Auditorium \_\_\_\_\_ Gymnasium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Multi-purpose room \_\_\_\_\_  
Classroom \_\_\_\_\_ Football Field/ Track/ Stadium \_\_\_\_\_ Baseball Field \_\_\_\_\_ Softball Field \_\_\_\_\_  
Soccer Stadium \_\_\_\_\_ Parking Lot \_\_\_\_\_ Media Center \_\_\_\_\_ Other \_\_\_\_\_

**Date(s) requested:** \_\_\_\_\_ (Month, date, year)

Day of week: \_\_\_\_\_ Hours of Use (from/to) \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Estimated Number of Spectators \_\_\_\_\_ Admission to be charged \_\_\_\_\_

Brief description/type of activity: \_\_\_\_\_

See final page for rules and regulations. You must sign the final page and return all pages to the building Principal that you are renting from before approval will be given. (Copy this agreement for your records)

Rental rate information can be obtained at the building office. **The total listed on the next page is only an estimated cost.** You will be billed for the exact amount of any charges after the use of the facility. Payment is due upon receipt of the invoice from the Treasurer's Office.

**Approval Recommended by Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please check all that apply)

No Charge \_\_\_\_\_ Charge for water use (\$10.00) \_\_\_\_\_  
Approximate Custodial Cost: \_\_\_\_\_ Approximate number of hrs \_\_\_\_\_  
Approximate Room Cost: \_\_\_\_\_ Approximate number or rooms \_\_\_\_\_

**Application Approved by Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Building and Facility Request Pricing: The pricing listed below does not reflect the total cost of the rental. Several factors will be included in the total pricing including custodial costs which will not be totaled until after the rental is completed.**

<b>Facilities/ Equipment Request:</b>	<b>Rental Rate: Community Group (Non-Profit)</b>	<b>Rental Rate: Non-Community Groups or Groups for Profit</b>	<b>Rental Fees</b>
Auditorium	\$95.00/ Hour (No food/drink)	\$120.00/ Hour (No food/drink)	
- Sound Technician	\$20.00/ Hour	\$20.00/ Hour	
- Light Technician	\$20.00/ Hour	\$20.00/ Hour	
Computer Technician	\$20.00/ Hour	\$20.00/ Hour	
Gymnasium	\$60.00/ Hour (No food/drink)	\$80.00/ Hour (No food/drink)	
Heritage Room	\$60.00/ Hour	\$80.00/ Hour	
Media Center	\$60.00/ Hour (No food/drink)	\$80.00/ Hour (No food/drink)	
Cafeteria	\$40.00/ Hour	\$80.00/ Hour	
Kitchen*	\$40.00/ Hour	\$80.00/ Hour	
Classroom # _____	\$20.00/ Day	\$30.00/ Day	_____
Classroom # _____	\$20.00/ Day	\$30.00/ Day	_____
Classroom # _____	\$20.00/ Day	\$30.00/ Day	_____
Classroom # _____	\$20.00/ Day	\$30.00/ Day	_____
Classroom # _____	\$20.00/ Day	\$30.00/ Day	_____
Football Stadium/ Track	\$140.00/ Day w/o Lights \$200.00/ Day w/ Lights	\$240.00/ Day w/o Lights \$300.00/ Day w/ Lights	_____
Soccer Stadium	\$140.00/ Day w/o Lights \$200.00/ Day w/ Lights	\$240.00/ Day w/o Lights \$300.00/ Day w/ Lights	_____
Varsity Baseball Field	\$80.00/ Day	\$120.00/ Day	
Varsity Softball Field	\$80.00/ Day	\$120.00/ Day	
Multi-Purpose Room	\$80.00/ Day (No food/drink)	\$120.00/ Day (No food/drink)	
Parking Lot	\$80.00/ Day (when not renting additional facilities)	\$120.00/ Day (when not renting additional facilities)	
Custodial Rate	Varies	Varies	
*Food Service Rate	Varies	Varies	
Other			

\* Kitchen rental requires one or more food service employees to be present\*

**Estimated Total:** \_\_\_\_\_

**Special Equipment needed: (Please place an X next to the equipment needed)**

**Auditorium:**

Number of Microphones \_\_\_\_\_

VCR/ DVD Player \_\_\_\_\_

Laptop \_\_\_\_\_

LCD Projector \_\_\_\_\_

Stage Rigging: \_\_\_\_\_

Lighting Needs: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**PA System** (Gymnasium, Athletic Fields): \_\_\_\_\_

**Table and Chair Set-up:** Please provide a diagram, including the number of tables, chairs and the manner in which you would like them to be arranged when turning in this form.

## Rules and Regulations for Use of School Facilities

1. In the absence of certified personnel, the custodian on duty is the school representative in charge. His authority will be supported by the Board of Education.
2. A school custodian will be on duty and shall give instructions to see that the building and equipment are properly cared for and used in an appropriate manner.
3. **Smoking is prohibited at all times while in or on school property.**
4. No school building or grounds shall be used for any money raising activity unless the entire proceeds are used for public school purpose or for approved charitable educational, character building, or other community welfare purposes.
5. No school building or grounds shall be used for any form of gambling.
6. No school building or grounds shall be used for any instruction for which a charge is made unless such instruction is part of the school related program.
7. No charge shall be made for the use of school facilities for programs sponsored by the school or school organization, NOT involving additional custodial services. Other organizations recognized by the Board of Education, as closely allied to and supporting the educational program, may be granted the use of the facilities free of charge. Lessee must attach a request to the Superintendent of Schools if they wish exemption from rental fees.
8. When facilities are rented by an organization for the purposes of sponsoring an activity open to the general public, the organization has the responsibility to provide the necessary police protection to insure safety, care of property and the management of any crowd that may be in the building or on the school grounds.
9. The use of alcoholic beverages and profanity are prohibited.
10. Mechanical equipment in the building is not to be used except by an experienced operator. Arrangement must be made with the building principal.
11. The Board of Education reserves the right to deny the privilege of using the property to any person or group who fails to abide by the above regulations or any other reasonable condition for its use.
12. The responsible adult who has signed the application must be a resident or employee of the Ross Local School District. This person is accountable for all who enter the building, and must be present each time the group meets. They must be the last person to leave the building. Lessee may be asked to submit a roster of participants along with this application for usage.
13. The regular use of school buildings for church purposes will be charged according to the rate schedule.
14. No drinks, candy, popcorn, etc. are to be sold or served without the building principal's permission.
15. **Lessee agrees that it will maintain liability insurance covering its use of the leased premises in an amount equal to \$1,000,000 unless the Superintendent determines another amount appropriate in light of the usage intended. Lessee must attach a copy of a liability insurance policy covering its use of the leased premises. The policy must state that Ross Local Schools is an additional insured.**
16. Lessee further agrees that it shall indemnify and hold harmless the Board of Education and their agents and employees from every kind of claim, demand, suit or action, arising or growing out of lessee's use of the premise.

**I have read the rules and regulations governing the use of school facilities and hereby agree to abide by the same. I also agree to pay for any damage which may result from scheduled use. I understand that if this request is granted, it may be canceled, if at any time it interferes with a school activity. If the rules and regulations are not followed, or if in the judgment of the Superintendent it is deemed not to be in the best interest of the school system. You will be billed for the exact amount of any charges after the use of the facility.**

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Signature of Responsible Party

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Date