

**Rittman Exempted Village School District**

**FACILITY USE REQUEST**

Name of Organization: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of usage: \_\_\_\_\_ Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

**Organization is:**

- School Related
- Local Church Social
- Scouts
- City Government
- City Recreation
- Other \_\_\_\_\_

**Area(s) Requesting in Facility:**

- Gym
- Commons Area
- Classroom / Conference Room
- Library
- Cafeteria
- Other \_\_\_\_\_

**Building Requested:**

- Heritage Hall / BOE Office  
100 Saurer Street
- High / Middle School  
50 Saurer Street
- Elementary School,  
131 N Metzger Avenue

**If deposit required:**

Date received: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_  
 By Whom: \_\_\_\_\_  
 Receipt # \_\_\_\_\_

Equipment: (if any) \_\_\_\_\_

Activity: \_\_\_\_\_

The user agrees to abide by all the Rules and Regulations of the Rittman Exempted Village Board of Education, to pay all rental, extra charges and damages within 30 days of the facility use. The renter agrees to assume all liability and responsibility resulting from the use of the facility and/or equipment of the Rittman Exempted Village School District. The renter further agrees to hold harmless the Board of Education and its employees from all liabilities, claims, demands, damages, and/or costs for or arising out of the usage of the facilities and/or equipment whether it be caused by the negligence of indemnifier or Rittman Exempted Village Board of Education or either party's agents or employees or otherwise.

X \_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_ (date)

X \_\_\_\_\_  
Signature of Principal  
\_\_\_\_\_ (date)

X \_\_\_\_\_  
Signature of Superintendent  
\_\_\_\_\_ (date)

All applications need final approval by the Superintendent. Please send completed form c/o: Carol Telford,  
 Rittman Schools Administrative Offices  
 100 Saurer St., Rittman, OH 44270  
 or email to ritt\_telford@tccsa.net

**Once approved copies will be submitted to:**

Supt. / File \_\_\_\_\_  
 Principal(s) \_\_\_\_\_  
 Dir. Operations \_\_\_\_\_  
 Maint. Dept. \_\_\_\_\_  
 Applicant \_\_\_\_\_

**RULES AND REGULATIONS  
GOVERNING RENTAL & USE OF FACILITIES**

1. The user will hold harmless the Rittman Exempted Village School District from all liability, claims, demands, damages or costs arising out of usage of school facilities for any and all reasons. It is strongly suggested that the organization using the facilities secure Liability Insurance and name the Schools as an additional insured.
2. **THERE IS TO BE NO SMOKING IN ANY SCHOOL FACILITY OR GROUNDS.**  
Violation of this rule may result in the denial of any future use of any school facility.
3. In an emergency closing of schools, this usage permit will not be honored. Any fees and or deposits will be returned or the use can be rescheduled.
4. School use of all facilities takes precedence. If there is a conflict between school uses and this permit, school use will prevail and this permit will be null and void. Any fees and or deposits will be returned or the use can be rescheduled.
5. The user agrees to have present, during the entire period of use, competent adult supervision. The user further agrees to abide by all rules, regulations, policies and directives of the Rittman Exempted Village School District Board of Education.
6. All groups using school facilities will pay any additional costs incurred by the District, such as custodial overtime, etc. The charge will be at the actual cost to the Board of Education. (Actual cost for personnel includes the employee's hourly rate, retirement contribution and worker's compensation contribution).
7. The following groups may use school facilities without rental charge:
  - School related groups, such as PTO, Booster Clubs, etc.
  - Church social groups of churches located within the boundaries of the Rittman Exempted Village School District.
  - Rittman City Government groups
  - Girl Scouts, Boy Scouts
  - Joint city and school sponsored recreation groups and activities
  - Other groups and individuals at the discretion of the Superintendent.
8. Final approval to use any school facility will be given by the Superintendent. Requests for Facility Use forms are available in the District Office, 100 Saurer Street or call (330) 927-7401 to receive the form.

**FEE SCHEDULE:**

**All fees are per session. A session is defined as a day or part of a day.  
Each date is a separate session. Fees do not include any overtime charges.**

<b>1. Gymnasiums:</b>	<b>High / Middle School</b>	<b>\$100</b>
	<b>Elementary School</b>	<b>\$ 50</b>
<b>2. Common Areas: (without kitchen)</b>	<b>High / Middle School</b>	<b>\$ 35</b>
	<b>Elementary</b>	<b>\$ 35</b>
<b>3. Classroom or Conference Room</b>	<b>(any building)</b>	<b>\$ 5</b>
<b>4. Libraries:</b>	<b>High / Middle School</b>	<b>\$ 25</b>
	<b>Elementary School</b>	<b>\$ 25</b>
<b>5. Cafeterias:</b>	<b>High / Middle School</b>	<b>\$100</b>
	<b>Elementary School</b>	<b>\$100</b>
<b>6. Other facilities on an individual basis.</b>		

**A deposit equal to one session's rental fee will be required at time of approval. Approval will not be confirmed until deposit is received. The District reserves the right to require a refundable deposit, not to exceed \$1,000 against damage.**