

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

SUPERINTENDENT'S OFFICE  
Mr. Todd Osborn  
Superintendent  
Phone: (330) 658-6368  
FAX: (330) 658-5842



TREASURER'S OFFICE  
Mr. Ira D. Hamman  
Treasurer  
Phone: (330) 658-6700  
FAX: (330) 658-5842

School Rental Fees

Application

Application must be made on the "Application for Use of School Facility" form and be submitted to the principal of the building being requested. The principal will forward the request to the appropriate supervisors and/or the athletic director, and then to the superintendent for final approval. The application must name the sponsoring group or individual, facility to be used, purpose and date of use. Applications for use of school facilities during the summer months may be refused because of cleaning and maintenance. Applications are to be submitted one week or more in advance of the function and the building rental fee and/or deposit must accompany the application form.

Priority of Use and Grouping:

**Group A**

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 - (Example: School Classes, Booster Clubs, 4-H, Scouts, etc.) School-affiliated groups that schedule activities open to the general public - (This includes fund-raising activities, dances, entertainments, parties, etc.)

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 B**

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.

**Group C**

Non-affiliated school, church or community groups which would include but not limited too; travel athletic teams, for profit entities, or other groups where participants are paying fees, or admission fees are being charged. (Athletic Teams that do not have a majority of Chippewa students on the team are considered to be in Group C.)

This group shall pay 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.

<u>Building</u>	<u>Area</u>	<u>Per Hour Rate</u>	<u>3-Hour Rate</u>
Chippewa Jr-Sr High School	Gym	\$40.00	\$100.00
	Kitchen	\$20.00 + Cook Fee	
	Cafeteria	\$30.00	\$50.00
	Classroom / Library	\$15.00	
	Auditorium	\$50.00	\$125.00
	*Baseball / Softball Fields	\$40.00	\$100.00
	**Stadium	\$100.00	\$250.00
Chippewa Intermediate School	Classroom / Library	\$15.00 + Custodial Fee	
	Kitchen	\$20.00 + Cook Fee	
	Gym	\$40.00	\$100.00
	Cafeteria	\$20.00	\$50.00
	Multi-Purpose Room	\$30.00	\$75.00
Hazel Harvey Elementary School	Classroom / Library	\$15.00 + Custodial Fee	
	Kitchen	\$20.00 + Cook Fee	
	Cafeteria-Gym	\$20.00 + Custodial Fee	\$50.00
	Hazel Harvey Ballfield	\$20.00	\$50.00

- \* If Chippewa Maintenance Department is requested to prepare the fields for play, (lining infield, batter boxes, soccer goals, etc.) there will be a \$25.00 fee plus the maintenance worker fee. 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. All rental fees are for a maximum three-hour period. An additional per hour fee will be charged for each additional hour or part of an hour. That includes all hours worked to set prior to the event and/or clean up the facility after the event.
3. The Board of Education reserves the right to waive the rental deposit or service fee in any instance.
4. 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.
5. A group requesting facility use may be required to obtain and pay for police supervision.
6. 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.
7. District policies regarding possession and/or use of alcohol, drugs, weapons and tobacco on school property must be strictly adhered to.
8. 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.
9. A Board employee must be in attendance when deemed appropriate by the superintendent/designee.
10. 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.

APPLICATION FOR USE OF SCHOOL FACILITY  
CHIPPEWA LOCAL SCHOOLS

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

Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

Nature of Activity \_\_\_\_\_

<u>Facility Being Requested:</u> (Mark Your Choice with an X.)  *Any kitchen supplies used by the group must be approved by the Food Services Supervisor.	<u>Area</u>	<u>High School</u>	<u>Intermediate School</u>	<u>Elementary School</u>	<u>Rental Fee</u>	<u>Deposit</u>
	Classroom					
	Auditorium					
	Gymnasium					
	Multi-Purpose					
	*Kitchen					
	Library / Media Ctr					
	Other					

Name of Sponsor \_\_\_\_\_ Phone \_\_\_\_\_

Address (If not a school employee) \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

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

Duties of Employee: \_\_\_\_\_

Employee's Fee (if applicable): \$ \_\_\_\_\_

(Signature of Sponsor & Phone (where you can be reached))

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.

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 Directors Office.**