

Wayne Trace Local School  
4915 US 127

Phone: 419-263-2415

Haviland, OHIO 45851

Fax: 419-263-2377

**REQUEST FOR USE OF SCHOOL BUILDING AND PERSONNEL SERVICES**

\*\*\*\*\*RENTAL RATES: \$ 40.00 – INCLUDES 1<sup>ST</sup> SPACE ( a space shall be defined as one of the following; cafeteria, gym, auditorium, etc)  
\$ 20.00 – INCLUDES EACH ADDITIONAL SPACE  
\$ 40.00 - PER HOUR ADDITIONAL IF CUSTODIAL SERVICES ARE NEEDED.  
\$ 30.00 – PER HOUR ADDITIONAL IF KITCHEN IS USED.

\*\*\*Users shall be liable financially for damage to the facilities and for proper chaperonage.\*\*\*

Today's Date: _____	Date of Meeting: _____	Group Requesting: _____
Person making arrangements for the group: Name: _____		
Address: _____ City, State, Zip: _____ Phone: _____		
Description of room(s) requested: _____	Program time from : _____ to _____ Building to be open from: _____ to _____	
Kitchen or kitchen equipment needed? _____	Number of persons expected to use facility: _____ Any equipment needed? (projector,dvd,screen) _____	
Name, address and phone number of person or organization to be billed: _____ Phone: _____		
Name: _____ Address: _____		
City, State, Zip: _____ (COMPLETE AGREEMENT ON REVERSE SIDE)		
<b>DECORATIONS WITH COMMAND STRIPS - <u>NO TAPE,</u> NO FORM OF ALCOHOLIC BEVERAGE OR TOBACCO PRODUCTS TO BE USED ON PREMISIS</b>		
<b>*****TO BE COMPLETED BY BUILDING OFFICE*****</b>		
<b><u>ESTIMATE OF EXPENSES:</u></b>		
\$ _____ Rental Fee		\$ _____ Kitchen Use (\$30.00/hr. additional)
\$ _____ Custodian Rate (\$40.00/hr. additional)		
<b>DEPOSIT OF _____ REQUIRED BY _____</b>		
<b>CONFIRMATION AND FINAL ARRANGEMENTS <u>MUST</u> BE MADE AT LEAST 3 DAYS PRIOR TO SCHEDULED EVENT. PLEASE CALL BUILDING SUPERVISOR AT 419-263-2415.</b>		

Signature of Building Principal: \_\_\_\_\_

By state law any activity held in the Wayne Trace Local School facilities must be considered to be open to the general public. O.R.C. 3313.77 and 3313.81.

RENTAL AGREEMENT  
WAYNE TRACE LOCAL SCHOOL  
4915 US 127, HAVILAND, OH 45851

TO BE COMPLETED BY THE LESSEE

The \_\_\_\_\_ of \_\_\_\_\_ hereby contracts for the  
(Name of Organization or Individual) (Address)  
rental and use of the \_\_\_\_\_ at Wayne Trace Local School for the dates of  
(Room or Rooms)  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(Date) (Time) (Time)

Rules and regulations of the Board of Education shall apply. Lessee shall be responsible for any damage to the buildings, grounds, or equipment.

The Lessee \_\_\_\_\_ shall indemnify, hold harmless and defend the Lessor  
(Name of Organization, Individual)  
(Wayne Trace Local School) its agents, employees and representatives from and against any and all claims, liability, damage or loss to person or property which may arise or grow out of the use of the named facility by the Lessee, or out of any act of the Lessee, Lessees employees, agents, invitees, licensees or hired service provider(s). "The Lessee shall carry general liability insurance covering the use of the facility with the Wayne Trace Local School Board of Education named as an additional insured. The general liability limits of liability shall be \$1,000,000 per occurrence and \$1,000,000 aggregate. **A certificate of insurance (Special Event Endorsement) verifying such coverage shall be presented to the Building Principal of the Wayne Trace Local School prior to the event for which the facility has been leased.**"  
**(MUST RECEIVE THIS W/BUILDING USE FORM 1 WEEK PRIOR TO EVENT)**

This agreement executed and signed on \_\_\_\_\_ at Van Wert, Ohio.  
(Date)

\_\_\_\_\_  
(Signature, Lessee)

\_\_\_\_\_  
(Signature, Building Principal)