

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, Lessee's 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 Haviland, Ohio.
(Date)

(Signature, Lessee)

(Signature, Building Principal)