



CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL
FACILITY RENTAL APPLICATION FOR PERMIT - NON-AUDITORIUM

Name of Organization: _____

Address: _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

Event Supervisor/Designee Name: _____ Cell Phone: _____

Facility Requested: _____

If an Auditorium Rental Application is also being submitted, check here: _____

Dates & Hours Requested:

Date	Start Time	End Time

Purpose of Use: _____

Number of people expected: _____

Will you distribute materials, display signs, or highlight products or services of any sponsors? Y / N

Will alcohol be served? _____ If yes, please see Board Policy KG-R-1

Will concessions be served? _____ If yes, please see Concession Guidelines

Will kitchen equipment be needed? _____ If yes, please specify: _____

Will other special equipment be needed? _____ If yes, please specify: _____

Will admission be charged? _____

Proceeds go to charity: _____ If yes, name: _____ or, for-profit entity: _____ If yes, name: _____

Rental charges, rules, and regulations are in accordance with Board Policy. Applicant acknowledges:

- Proof of liability insurance, including additional coverage is required by Board Policy if applicant intends to sell or serve alcohol.
- Applicant has reviewed Board Policy KG, KG-R-1, KG-R-3.
- Proof of valid permit for sale of alcohol issued by the Ohio Division of Liquor Control is required if alcohol is to be sold or served in the District's (1.) Performing Arts Center Lobby, (2.) Chagrin Falls Intermediate School Cafeteria; or (3.) Other locations/facilities, as approved/determined by the Superintendent prior to the event.

NORMAL RATE SCHEDULE:

(All for-profit organizations will be charged double the normal rate.)

<u>CHARGES</u>	<u>Hours</u>	<u>Normal Rate/Hour</u>	<u>Total</u>
General Classroom		\$15	
Innovation Center (Research/Collaboration Spaces Only) High School Library		\$20	
Sands Community Room		\$25	
Gurney Multipurpose Room Intermediate School Cafeteria Middle School Cafeteria High School Commons		\$25	
Gurney Gym Intermediate School Gym		\$40	
Middle School Gym (does not include locker rooms) High School Gym (does not include locker rooms)		\$50	
Middle School Locker Rooms High School Locker Rooms		\$25	
Harris Stadium - Field/Practices (minimum 2-hr block)		\$125	
Harris Stadium Lights *Custodians required for usage/per clean up needed/attendance		\$50	
Custodial Overtime		\$41.50	
Food Service Equipment		\$20	
TOTAL			

*Some unique spaces not listed on the schedule may be requested for rental. If those non-listed specific spaces are acceptable for rental the Director of Operations and Strategic Initiatives will select rates consistent with similar space types listed on the schedule.

A non-refundable deposit of 25% of the estimated cost is required in order to reserve a date. The remaining 75% must be paid at least 24 hours prior to the event. Failure to submit payment in advance of the date of rental will forfeit the use of the facilities on the date(s) assigned. Full payment for costs incurred beyond original estimates must be made within 30 days after the event.

Checks Payable to: *Chagrin Falls Board of Education*

_____ By initialing here, the renter agrees to defend, indemnify and hold harmless the Chagrin Falls Exempted Village School District Board of Education, its members, officers, employees, and agents from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed, or recovered against the Board or by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract and/or the group's use of the District's facilities and grounds, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the renter, or by third parties, or by the agents, servants, employees or factors of any of them.

_____ By initialing here, the renter agrees to remove all alcohol containers (closed, opened, and used) from District property. School trash receptacles shall not be used for alcohol or alcohol containers.

_____ By initialing here, the renter agrees that when alcohol is sold, served, and/or consumed, the District requires the renter to hire and schedule a police officer to be present to maintain order at the event.

Signature of Applicant: _____ **Date:** _____

Director of Operations and Strategic Initiatives: _____ **Date:** _____

Superintendent: _____ **Date:** _____

Copy of this application, **copy of permit to sell alcohol issued by the Ohio Division of Liquor Control**, certificate of insurance, and check for deposit must be received by the Director of Operations and Strategic Initiatives, Facilities Office, Chagrin Falls Exempted Village Schools, 400 E. Washington St., Chagrin Falls, OH 44022 prior to rental.

NOTE:
All damage to property will be the responsibility of the renting organization.

Office Use Only

Certificate of Insurance Received: _____
25% Deposit Received by: _____ Date: _____
Final Balance Received by: _____ Date: _____
Reviewed by superintendent if admission charged and/or materials distributed _____ Date: _____
Application Received by: _____ Date: _____

Signature of Chagrin Falls Ex. Village Schools Employee