

# Application for Use of District Premises (Non-School Groups)

2637 Tuscarawas Valley Road NE, Zoarville, Ohio 44656 330-859-2213 www.tvtrojans.org

All individuals or groups wishing to use district premises are responsible for completing and submitting this form (with payment and Certificate of Insurance, if applicable) to the building principal for approval. See guidelines on reverse side.

Date of Application: \_\_\_\_\_

Organization/Group: \_\_\_\_\_ Person Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I seek permission to use the following district premises (check below) for the following purpose: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

**TV Primary School, Mineral City**  
 Gymnasium/Cafeteria (includes kitchen)  
 Cook Requested (Yes/No)  
 Classrooms (# of classrooms needed: \_\_\_\_\_)

**TV Intermediate School, Bolivar**  
 Gymnasium  
 Cafeteria (includes kitchen)  
 Cook Requested (Yes/No)  
 Classrooms (# of classrooms needed: \_\_\_\_\_)

**TV Middle School, Zoarville**  
 Gymnasium  
 Cafeteria (includes kitchen)  
 Cook Requested (Yes/No)  
 Classrooms (# of classrooms needed: \_\_\_\_\_)

**TV High School, Zoarville**  
 Gymnasium  
 Stadium  
 Auditorium  
 Cafeteria (includes kitchen)  
 Cook Requested (Yes/No)  
 Classrooms (# of classrooms needed: \_\_\_\_\_)

**Rental Fees for Non-School Groups Not Subject to Fee Waiver**

Gymnasiums	\$25 per hour
Cafeterias	\$25 per hour
HS Auditorium	\$30 per hour
Stadium	\$30 per hour
Classrooms	\$15 per hour

Rental fees and certificate of liability, if necessary, must accompany the approved application; refunds will be granted if event is cancelled.

Custodial fee of \$35 per hour will be assessed if building is used after regular school hours and weekends. Charges will be assessed from time of opening to time of closing. For one time events, custodial fee may be paid up front. For extensive use, custodial fees may be billed by the District Treasurer after the event(s) based on actual hours worked.

Cook fee of \$30 per hour, if requested, will be assessed as necessary.

Additional charges may be assessed for snow/ice removal or other unforeseen circumstances.

Sunday use requires advance approval by the Superintendent.

**Requested Date(s) of Use:**

Date: \_\_\_\_\_ Opening Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Closing Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Total Hours of Use: \_\_\_\_\_  
 Date: \_\_\_\_\_ Opening Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Closing Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Total Hours of Use: \_\_\_\_\_

*I have read, understand, and will comply with the provisions on the reverse side of this application form. I accept full financial liability for any damage or loss to school facilities or equipment that occurs while it is in my use. I agree to indemnify and HOLD HARMLESS the Tuscarawas Valley Local School District and their agents and employees from all liability, claims, demands, damages, or costs arising from this activity whether it be caused by the negligence of indemnitor or the Tuscarawas Valley Local Schools Board of Education or either party's agents or employees, or otherwise.*

Signature of Responsible Individual \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by building principal**

Principal Signature \_\_\_\_\_ Approval:  YES  NO Date \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_  Check here if organization is to be billed by District Treasurer after the event(s) based on actual custodial hours worked

TOTAL DUE: \_\_\_\_\_ (payment must accompany approved application)

Certificate of Insurance Required:  YES  NO (if yes, attach to application)

**Directions for principal once approved:**

- Enter the event in district facilities calendar and scan/attach the form to district facility calendar
- Schedule custodian (if necessary) and enter name of custodian in district facilities calendar
- Return original form to requested user
- Send copy to District Treasurer

# Use of District Premises

## Expectations & Responsibilities

Thank you for requesting use of the premises of TV Local Schools for your meeting, program, or athletic event(s). Our goal is to accommodate your needs, ensure proper safety and liability, and maintain district property for ongoing school and community use. Individuals or organizations wishing to use the facilities and/or grounds of Tuscarawas Valley Local Schools are required to complete the Application for Use of District Premises and are asked to abide by the following expectations and responsibilities. Rental fees and certificate of liability insurance (if necessary) are to accompany the approved application.

Please contact the appropriate building principal, athletic director, or superintendent with questions or specific needs.

### GENERAL EXPECTATIONS

#### **A. ALL USE**

- a. All individuals or organizations wishing to use district premises are required to complete and submit an application for Use of District Premises to be approved by the building principal.
- b. Requested use will not interfere with school and/or district meetings, programs, and athletic practices and events. School district events always have priority.
- c. Requested use will not impose undue burden on school/district personnel.
- d. The user accepts full financial responsibility for any damage or loss to school facilities or equipment during use.
- e. The user accepts full responsibility for maintaining cleanliness, trash pickup, and leaving the area(s) ready for the next use.
- f. Proper care and handling of school-owned equipment is expected at all times.
- g. Respectful and school-appropriate behavior is expected at all times. Outbursts, vulgarity, or other inappropriate conduct will not be tolerated and are grounds for dismissal.
- h. The use, possession, or sale of alcohol, tobacco, drugs, and weapons are strictly prohibited and are subject to immediate removal, denied request for future use, law enforcement charges, or any combination thereof.

#### **B. EXTENDED USE and/or MULTIPLE FACILITIES**

- a. Defined as use which extends beyond a one (1) day event.
- b. Certificate of liability insurance must accompany the application.

#### **C. SUMMER or SCHOOL RECESS**

- a. Requested use cannot interfere or interrupt regularly scheduled service, maintenance, or cleaning of facilities.

#### **D. SUNDAY and/or HOLIDAY USE**

- a. Requires advance approval by the Superintendent.

#### **E. GYMNASIUMS**

- a. Indoor conditioning for baseball and/or softball must have direct approval from the Athletic Director.
- b. Foam-based incrediballs and gloves are the ONLY baseball/softball equipment permitted for indoor use.
- c. Bats and regulation balls are permitted in the batting cage area of the TVMS mezzanine only.

#### **F. GROUNDS FOR DENIAL OF USE**

- a. User fails to abide by rules and regulations pertaining to use.
- b. The nature of use violates local, state, or federal provisions of the law.

#### **G. SPECIAL CONSIDERATIONS**

- a. Use of premises may not go later than 8:00pm.
- b. Custodial charges will be assessed if requested use is during hours or weekends when a custodian is not already on duty and when additional custodial assistance is necessary.

#### **H. ELIGIBILITY FOR WAIVER OF RENTAL FEES**

- a. The following individuals or organizations may be eligible for waiver of rental fees, yet are still responsible for completing/submitted an application for Use of District Premises for approval, as well as paying custodial/cook fees when necessary:
  - i. TV employees and guests, whereas the request does not circumvent the spirit of this consideration
  - ii. TV alumni groups
  - iii. Non-profit organizations which primarily serves school-age children (Boy/Girl Scouts, 4H, MC/Bolivar Baseball, TV Youth Athletic Foundation, TC United, JO Volleyball, AAU)
  - iv. Civic organizations (for local meetings)
  - v. Governmental agencies