CONTRACT FOR USE OF ONTARIO SCHOOLS FACILITIES

User: _____ Address: _____

User is defined as the organization, group, etc., that is making the request for the use of school facilities.

Representative: _____ Address: _____

Phone: _____ Email (Required): _____

Representative assumes personal responsibility for payment of all charges in the event that the sponsoring organization fails to make payment. Representative is also responsible for supervision of event, and must arrive when the building is opened, and remain until building is closed. Representative must be an adult.

Building Requested: _____ Date Requested: _____

Time Requested: _____

Purpose of Request: _____

Facility will be made available 30 minutes prior to the activity and 30 minutes after its scheduled end.

Facilities Requested - Please Circle

Auditorium	Classroom	Commons	Baseball Field
Football Field	Gymnasium	Kitchen	Library
Multi-Purpose Room	Pool	Soccer Field	Softball Field

Other _____

List all equipment needed for the request: _____

Estimated Attendance: _____

If kitchen requested, will meals be served? _____ If yes, food service personnel must be present.

Will admission be charged for the event? _____ If yes, probable charge for use of facilities.

In consideration of being allowed to use the facilities of the Ontario Local School District, the above named organization or group agrees to indemnify and hold harmless the Board of Education of the Ontario Local School District, its agents and employees for all liability for personal injury, death or property damages that may arise out of such use. (IMPORTANT. My signature reflects that I (my group) have possession of dollars or that all participants in my group have waived liability as listed in this paragraph.)

For use of the pool and pool facilities, a waiver of rights form must be signed for each adult and parent or legal guardian of each child. It is the responsibility of the person in charge of the event to secure a Waiver of Rights Form 7510F2 for each swimmer and have them available at the event.

_____ _____

Signature of Person Responsible **Date**

FOR OFFICE USE ONLY

Required times for custodians (if applicable): _____ Number of Custodians: _____

Required times for food personnel (if applicable): _____ Number of food personnel: _____

Estimated Fees to be paid to Ontario Local Schools:

Facility Usage Fee	_____	
Custodial Fee	_____	$34.00 hourly (if applicable)
Food Service Personnel Fee	_____	$32.00 hourly (if applicable)
ESTIMATED TOTAL FEES	_____	

The rental fee is based on the agreed –upon times. The user will be responsible for any extended time, pro-rated accordingly.

_____	_____	_____	_____
Signature of Athletic Director	Approval Date	Signature of Building Principal	Approval Date

_____	_____
Signature of Superintendent	Approval Date