FACILITIES USE AGREEMENT **Edison Local School District**

Organization: _____ Date: _____

Representative (Print): _____ Phone: _____

Address: _____ Email: _____

Building Requested (Check): ☐ Edison Elementary School ☐ Edison Middle School ☐ Edison High School

Room / Area to be used: _____

Date(s) Requested: _____ Time(s) requested: _____

Description of Use: _____

_____

Equipment Requested:

_____ Tables	_____ Chairs	_____ Screen	_____ Mixer	_____ Garbage Disposal
_____ Movie Projector	_____ Public Address System	_____ Speakers Stand	_____ Dishwasher	_____ Stove Top
_____ Walk-In Freezer	_____ Steam Tables	_____ Steamer	_____ Walk-In Cooler	_____ Ovens
_____ Blackboard	_____ Other			

If Other, Specify: _____

Insurance Information

Does your group have liability insurance? ☐ Yes ☐ No Name of group's insurance company: _____

Hold Harmless Clause

_____ (Group Name) agrees to indemnity and HOLD HARMLESS the Edison Board of Education and their agents and employees from all liability, claims, demands, damages, or losses, for or arising out of _____ (Group Activity) whether it be caused by the negligence of indemnitor or the Edison Board of Education or either party's agents or employees, or otherwise.

_____

Signature Date

Waiver of Charges

I further request that the charges be waived for services._____

Signature Date

[TO BE COMPLETED BY THE BUILDING REPRESENTATIVE]

Wavier of Charges Approved _____ Denied _____ If denied, fees associated with use: $_____

School Policies

1. Any changes in the above stated specifications must be approved by the school official in charge, prior to the activity.
2. The renting organization and/or representative accepts all responsibility for any claims for damages or injuries to persons or property incurred as a result of the above stated activity.
3. Any and all damages of equipment and/or facility shall be charged to the person and/or organization named above.
4. If the building/facility is closed the day of the activity because of inclement weather, special circumstances, or an emergency, the activity will be canceled.
5. The renting organization is responsible for providing any and all security for its activity. The school district is not responsible for items/articles lost or stolen.
6. School activities take priority over all rental activities.
7. Facility Use fee must be paid prior to the activity taking place

_____

Name Date

Principal's Comments: _____

Principal's Signature: _____ Superintendent's Signature: _____

*PLEASE SEND ONE COPY TO THE FOOD SERVICE DIRECTOR IF USING ANY OF THE EQUIPMENT.

There are certain laws and rules governed by the State of Ohio that all food service operations must adhere to. Below is a list of rules and regulations that will apply to anyone using the kitchen facilities of the requested building.

1. Once in the food prep area, hands must be washed thoroughly.
2. Gloves must be worn any time the skin will be in direct contact with food. Anyone wearing rings with stones, nail polish, or artificial nails must wear gloves at ALL times. (Gloves will be provided).
3. Gloves must be changed when changing from preparing one food to another.
4. **Hair nets must also be worn**. A hat or visor may be worn but all hair must be confined under the hat or visor. Usually a hair net will need to be worn with a visor in order to confine all hair.
   Men with beards or mustaches must wear a snood to cover the beard and/or mustache. (We prefer you bring your own hair nets. If you forget, we will make sure one is provided to you. Men must bring their own snood.)
5. No earrings or pins are to be worn in the food preparation area.
6. Anyone wearing a necklace must tuck it inside of their clothing.
7. No one shall use tobacco in any form while in the school.
8. No one shall eat in the food preparation area. Eating must be done in the designated dining area.
9. Drinks must be in spill proof containers. Please understand that anyone using our facilities are under our food service license. Any violations under our license will be published in the newspaper. We take pride in our well-maintained kitchens and our outstanding food service inspection record. If you have any questions concerning these rules, please feel free to call me at 419-499-3000 ext. 1207. I will be glad to help you in any way possible.

   Thank you for your cooperation.
   Food Service Director

HOURLY BUILDING RATES AND FEES

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
Gym	$75	$75	$100
Dining Room	$50	$50	$75
Kitchen	$75	$75	$100
1 Classroom	$25	$25	$25
Theater	N/A	N/A	$100
Theatre (Sound)	N/A	N/A	$30-for school personnel to operate
Theatre (Lighting)	N/A	N/A	$30-for school personnel to operate
Varsity Athletic Field	$50	$50	$100
Freedom Field/Track/Stadium	N/A	N/A	$150
Field House	N/A	N/A	$150
Practice Fields	$50	$50	$50
Multipurpose Room (Wrestling Room)	N/A	N/A	$100

EDISON
LOCAL SCHOOLS