

**WEST HOLMES LOCAL SCHOOLS  
BUILDING/FACILITY USE APPLICATION**

1. Applicant's information: Name \_\_\_\_\_ Current Date: \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell or Work: \_\_\_\_\_  
Email Address \_\_\_\_\_

2. Organization/business you are representing \_\_\_\_\_

3. Purpose of rental \_\_\_\_\_

4. Check one that applies from the Fee Schedule

- GROUP #1       GROUP #2       GROUP #3       GROUP #4

5. Building or facility requested:

- WHHS                       LAKEVILLE                       NASHVILLE                       KILLBUCK  
 WHMS                       MILLERSBURG                       CLARK

6. Area(s) to be used (check all that apply and include multiple locations if needed):

- GYM  
 ATHLETIC FACILITY/FIELD (specify) \_\_\_\_\_  
 KITCHEN (includes Equipment/Cafeteria Employee Required)  
 CAFETERIA/COMMONS (seating area)  
 THEATER  
 OTHER \_\_\_\_\_

7. Please check any specific items/equipment which will be required for this event: (charges may apply)

- Stage Lighting                       Risers                       Chairs  
 Stadium Lighting                       Scoreboard                       Tables (limited availability)  
 Lectern                       PA/Sound System  
 Other items, list \_\_\_\_\_

\*If snow removal is necessary, the labor costs will be charged to the user.

8. Date(s) requested for event \_\_\_\_\_

9. Time of actual event: From \_\_\_\_\_ To \_\_\_\_\_

10. Time needed to set up for event \_\_\_\_\_

11. Time needed to clean up \_\_\_\_\_

12. Total hours of usage \_\_\_\_\_ # hours stadium lighting needed \_\_\_\_\_

13. Estimated number in attendance \_\_\_\_\_

14. Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

15. Person in charge of unlocking and locking facility \_\_\_\_\_

\* Responsibility of facility care will fall upon applicant completing permit AND person unlocking and locking facility

16. Community Use of School Facilities

As a representative of the applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the policies of the West Holmes Board of Education and conditions of rental as stated on the attached Facility Fee Schedule. The applicant agrees to indemnify and HOLD HARMLESS the West Holmes Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the above rental caused by the negligence or actions (whether intentional or otherwise) of the applicant or the applicant's members, agents, employees invitees or licensees.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Organization

**Application Process:**

1. Return to central office at least 14 days prior to the date of proposed use.
2. Central office will check application for reason of use, availability of requested space, heating and cooling constraints, calendar restraints due to maintenance and repairs, etc.
3. Central Office will contact applicant if adjustments need to be made.
4. Verification will be mailed to applicant.

# WEST HOLMES FACILITIES FEE SCHEDULE

GROUP #1	GROUP #2	GROUP #3	GROUP #4
<b>FOR PROFIT</b> <b>Outside Community Groups</b> <b>Personal Use</b> <small>*Certificate of Insurance To Be Provided</small>	<b>NONPROFIT</b> <b>WH Community Groups</b> <b>Personal Use</b>	<b>Community Youth</b>	<b>School Activities</b>
<b>Profit/Entities not tax exempt or Nonprofit corporation.</b> <b>Service:</b> All paid instructors providing a service for a fee. <b>Outside community groups:</b>	<b>Nonprofit entity is tax exempt or a nonprofit cooperation.</b> <b>Personal use</b> for people residing in the West Holmes community: concerning one's private life	<b>Community defined as a nonprofit group within the West Holmes district</b>	<b>School Activities defined as a direct link to West Holmes School, OHSAA activities and Boosters/parent PTO/Primary Parent meeting times</b>
<b><u>Support Charges</u></b>	<b><u>Support Charges</u></b>	<b><u>Support Charges</u></b>	<b><u>Support Charges</u></b>
Custodial Support (one hour minimum)      \$25.00/hr.	Custodial Support (one hour minimum)      \$25.00/hr.	Custodial Support (one hour minimum)      \$25.00/hr.	No Fees
Kitchen Support (one hour minimum)          \$15.00/hr.	Kitchen Support (one hour minimum)          \$15.00/hr.	Kitchen Support (one hour minimum)          \$15.00/hr.	
<b><u>Location Charges</u></b>	<b><u>Location Charges</u></b>	<b><u>Location Charges</u></b>	<b><u>Location Charges</u></b>
Gym (High School, Middle School, Mbg)      \$75.00/hr.	Gym      \$15.00/hr.	Flat charge of \$50 per building/field	No Fees
Gym (Killbuck, Clark, Nashville, Lakeville)      \$40.00/hr	Cafeteria/Commons      \$15.00/hr.		
Cafeteria/Commons      \$25.00/hr.	Field w/lights      \$20.00/hr.		
Field w/lights      \$50.00/hr.	Theater      \$25.00/hr.		
Theater      \$75.00/hr.	Kitchen (equipment support)      Support charge (see above)		
Kitchen (equipment support)      Support charge (see above)	Other (if category not listed above)      \$10.00/hr/location		
Other (if category not listed above)      \$20.00/hr/location			
<b>Charges not to exceed \$1000/day</b>	<b>Charges not to exceed \$500/day</b>	Only one fee is charged for consistent, uninterrupted use for a set period of time.	Donations Appreciated

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Signature above indicates that you are aware appropriate charges will be made.

## ANY SCHOOL ACTIVITY WILL TAKE PRECEDENCE.

The district reserves the right to cancel prior approved building use, due to scheduling of school related activities.

Users are not permitted to combine with other groups for purposes of trying to qualify for a reduced fee schedule.

## HISTORICAL USES DEFINED BELOW

GROUP #1	GROUP #2	GROUP #3	GROUP #4
<b>For Profit Outside Community Groups Personal Use</b> *Certificate of Insurance To Be Provided	<b>NONPROFIT WH Community Groups Personal Use</b>	<b>Community Youth</b>	<b>School Activities</b>
<b>EXAMPLES</b>  Motorcycle Ohio Jenyce's School of Dance Martial Arts Tournament Private Lessons/Classes/Practices	<b>EXAMPLES</b>  Relay For Life Rotary Church Activities Pick up Games Board of Elections Holmes-Wayne Electric Co-op	<b>EXAMPLES</b>  4-H Park District Scouts Music Booster Fundraisers Athletic Booster Fundraisers WH Athletic Camps/clinics Teen Awareness Educ Programs  Any activity outside of the OHSAA umbrella	<b>EXAMPLES</b>  PTO/Primary Parent Meetings WH Music Boosters WH Athletic Boosters All "School" Activities All OHSAA Umbrella District Union Meetings School Award banquets Annual Class Reunions
The West Holmes School Board reviewed the examples listed and approved the appropriate placement on the schedule. Other users will be added to the list once they have applied for use.			