

**Orrville City School District**  
**FACILITY USE REQUEST**

Name of Organization: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Requested Date(s) for Usage	Opening Time	Closing Time	Brief Description of Activity

**Organization is:**

- School Related
- Local Church Social
- Scouts
- City Government
- City Recreation
- Other \_\_\_\_\_

**Area(s) Requested in Facility:**

- Gym (if HS, specify old or new)
- Multi-Purpose Training Facility (HS)
- Classroom / Conference Room
- Library
- Cafeteria
- Auditorium (HS)
- Other \_\_\_\_\_

**Building Requested:**

- High School  
841 N Ella St
- Middle School  
801 Mineral Springs
- Elementary School  
605 Mineral Springs

Equipment (if any): \_\_\_\_\_

The user agrees to abide by all the Rules and Regulations of the Orrville City Schools Board of Education, to pay all rental, extra charges and damages within 30 days of the facility use. The renter agrees to assume all liability and responsibility resulting from the use of the facility and/or equipment of the Orrville City School District. The renter further agrees to hold harmless the Board of Education and its employees from all liabilities, claims, demands, damages, and/or costs for or arising out of the usage of the facilities and/or equipment whether it be caused by the negligence of indemnifier or Orrville City Schools Board of Education or either party's agents or employees or otherwise.

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_ (date)

X \_\_\_\_\_  
Signature of Principal/Athletic Director

\_\_\_\_\_ (date)

X \_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_ (date)

All applications need final approval by the Board Office. Please send completed form to: Jay Bishop, Asst. Superintendent  
Orrville City Schools  
815 N Ella St, Orrville, OH 44667  
-or- email: orvl\_jbishop@tccsa.net

**Once approved copies will be submitted to:**

- Principal/AD \_\_\_\_\_
- Custodial Staff \_\_\_\_\_
- Applicant \_\_\_\_\_

**RULES AND REGULATIONS  
GOVERNING RENTAL & USE OF FACILITIES**

1. The user will hold harmless the Orrville City School District from all liability, claims, demands, damages or costs arising out of usage of school facilities for any and all reasons. It is strongly suggested that the organization using the facilities secure Liability Insurance and name the Schools as an additional insured.
2. THERE IS TO BE NO SMOKING/TOBACCO OR ALCOHOL USE IN ANY SCHOOL FACILITY OR GROUNDS. Violation of this rule may result in the denial of any future use of any school facility.
3. In an emergency closing of schools, this usage permit will not be honored. Any fees and/or deposits will be returned or the use can be rescheduled.
4. School use of all facilities takes precedence. If there is a conflict between school uses and this permit, school use will prevail and this permit will be null and void. Any fees and/or deposits will be returned or the use can be rescheduled.
5. The user agrees to have present, during the entire period of use, competent adult supervision. The user further agrees to abide by all rules, regulations, policies and directives of the Orrville City School District Board of Education.
6. All groups using school facilities will pay any additional costs incurred by the District, such as custodial overtime, etc. The charge will be at the actual cost to the Board of Education. (Actual cost for personnel includes the employee's hourly rate, retirement contribution and worker's compensation contribution).
7. The following groups may use school facilities without rental charge:
  - School-related groups, such as PTO, Booster Clubs, etc.
  - Church social groups located within the boundaries of the Orrville City School District
  - Orrville City government groups
  - Girl Scouts/Boy Scouts
  - Joint city and school-sponsored recreation groups and activities
  - Other groups and individuals at the discretion of the Superintendent/Designee.
8. Final approval to use any school facility will be given by the Superintendent/Designee. Requests for Facility Use forms are available on the district webpage, in the Board Office, 815 N Ella St or call (330) 682-5811 to receive the form.

**FEE SCHEDULE:**

**Group 1-**

- Youth teams from Orrville that are 100% Orrville residents.
- Non-school related Orrville community service organizations or charitable groups. (503-b classification)

**Group 2-**

- Any group or team that is not comprised of 100% Orrville residents.
- This is a not-for-profit group.
- Teams practicing will be charged \$25.00/court/hour plus the \$25.00/hour custodial fee if the hours using the facility does not have a custodian on duty.

**Group 3-**

- Any group or team that wants to rent our facilities with the intention to make a profit.
- The charge will be \$50.00/court/hour plus the \$25.00/hour custodial fee if the hours using the facility does not have a custodian on duty.

Facility	Group 1	Group 2	Group 3
MPTF All	No Charge	\$50	\$100
MPTF Gyms (each court)	No Charge	\$25	\$50
MPTF Loft	No Charge	\$25	\$50
Gyms	No Charge	\$25	\$50
Cafeterias	No Charge	\$25	\$50
Kitchens	No Charge	\$15	\$25
Auditorium	No Charge	\$25	\$50

**\*Custodial fee is \$25.00/hour if no custodian or faculty member is already scheduled to be present.**

The Board and Administration reserve the right to adjust fees based on the circumstances of the rental agreement.

All other athletic facility rentals/use must come through a formal request to the Orrville High School Athletic Office. (330-682-2506)

Rental agreements of OCSD facilities not listed above will be reviewed and established on an individual basis.