



APPLICATION FOR SHORT TERM FACILITY USE – NO ALCOHOL SERVED APPLICATION

Submission Process	Person Responsible
Complete form shown below and email to principal/school leader of the site that is being requested for use. Form must be submitted at least 10 business days in advance of use.	Individual requesting use of facilities
Approve request and email to Chief of Security --- OR --- Disapprove request and return to individual requesting use.	Principal/school leader
If approved by principal/school leader, sign and submit to Director of Facilities Maintenance	School Support & Safety Officer
Submit to Superintendent for approval and arrange for requested services.	Executive Director of Facilities
Approve for use.	Superintendent
Notify individual requesting use of facilities concerning approval.	Site Operations Manager
Prepare Facility Use Agreement	Executive Director of Facilities
Circulate Facility Use Agreement for lessee's signature and superintendent's signature	Executive Director of Facilities

Approximate Cost of Services:

Custodial Service: \$17.92/hr. (length of event + 30 min. before & 30 min. after)	Security: \$28.16/hr., minimum of 4 officers for large event Outside Law Enforcement \$44.81/hr.	Building Engineer: \$53.32/hr. (length of event + 30 min. before & 30 min. after)
Maintenance: \$30.32/hr. (length of event + 30 min. before & 30 min. after)	See Terms and Conditions statement, section 9, on page 2 for Insurance Requirement	Audio/Visual Tech \$44.68/hr. (length of event + 30 min. before) Other quotes will be provided as needed.

Please complete the following editable form and save as a PDF:

Your Name:	Phone #:	
Requesting Organization:	Email Address:	
Site Requested:	Date Submitted:	
Location (Gym, Auditorium, etc.):		
Description of Event:		
Are You Charging Admission? (please check)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Payment Method:		
Requested Date/Dates and Times:		
Date of Function:	Start Time:	End Time:
Date of Function:	Start Time:	End Time:
Date of Function:	Start Time:	End Time:
Date of Function:	Start Time:	End Time:
Date of Function:	Start Time:	End Time:
Services Requested (please check). Please note that Custodial Service, Building Engineer, and Security are required for all events. Other services, such as Audio/Visual are optional.		
Custodial Service	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Building Engineer	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Skilled Maintenance	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Security	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Other:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Approved:	Date:	
Principal/School Leader		
Approved:	Date:	
Ulyses Collins, III, School Support & Safety Officer (Ulyses_Collins@opsb.us)		
Approved:	Date:	
Tiffany Delcour, Executive Director of Facilities (Tdelcour@opsb.us)		
Approved:	Date:	
Dr. Henderson Lewis, Superintendent		



**TERMS AND CONDITIONS REQUIRED FOR SHORT TERM FACILITY RENTAL –
NO ALCOHOL SERVED:**

1. The Superintendent or designee must approve all requests for facility use.
2. The sale, consumption or possession of alcoholic beverages in or at the facility is strictly prohibited, unless authorized by the Superintendent for school-sanctioned fundraisers. "School-sanctioned fundraisers" are activities of parent-teacher organizations, booster clubs, alumni associations or other organizations directly affiliated with the schools that are held for the sole purpose of raising revenue for the school or district. If alcohol service is authorized for an event, the approved Alcohol Service Request Form shall be attached hereto and User shall comply with the conditions for alcohol service as stated on that form.
3. Smoking, chewing or otherwise consuming any tobacco or tobacco products is prohibited in the facility and on the grounds of the facility, except in outside areas the OPSB specifically designates for smoking.
4. No exterior signs shall be placed on the facility or facility grounds without OPSB's prior written consent.
5. User shall pay all facility usage fees no later than five (5) business days before the event, including fees for "Additional Service Charges" as set forth on the reverse side hereof, to the Site Operations Manager.
6. User shall comply with and use the facility in a manner consistent with applicable laws, OPSB policies/procedures, school-site rules and regulations, and the directions of the Supervisor in charge of the facility. User shall assume the responsibility for ensuring compliance with same by all servants, agents and invitees of User.
7. User shall not permanently alter the facility. User shall ensure that any furniture and equipment moved during use of the facility is replaced, that the facility will be left in a clean and tidy condition, that proper care will be taken of the facility during use and that any damage from such use, whether caused by negligence, recklessness or the willfulness of User or the servants, agents or invitees of User, is repaired at User's own expense.
8. User shall indemnify, defend and hold harmless the OPSB, its officers, directors and employees, from any and all claims, demands or actions of any servants, agents or invitees of User arising out of or based upon personal injuries, death or property damage suffered by such third party(ies), arising out of the use of the facility by User.
9. User shall obtain, for the term of this Application, a general liability insurance policy with an insurer having an A. M. Best rating of A- or better in an amount not less than \$500,000 for any claims whatsoever, including injury to persons, death or property damage, arising out of the use of the facility by User. The OPSB shall be named an Additional Insured under said policy, and a certificate of insurance must be submitted to the Site Operations Manager prior to use of the facility. User and the OPSB agree that any insurance policy procured by User that provides benefits or protection for the OPSB shall be primary, and any policies procured by the OPSB that might provide protection or benefits to the OPSB arising out of User's use of the facility. User may request a waiver of this insurance requirement. Said waiver may be granted by the Superintendent at his/her discretion.
10. User agrees that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be used or brought into the facility or onto the facility grounds, except as specifically authorized below:
11. User agrees that no amusement rides or attractions, including but not limited to, trampolines, enclosed or air supported structures, climbing walls or ropes, firearms, bows and arrows or other shooting equipment or devices will be brought to the facility or used in any way while occupying the facility, except as listed below:
12. User must give written notice to Site Operations Manager of any incident resulting in bodily injury, facility damage or other property damage occurring in the facility or on the facility grounds or in any way connected to the use of the facility within 24 hours of the incident. The notice must detail the time, place and circumstances of incident and the names and addresses of any person(s) witnessing the incident.
13. User is subject to the following additional conditions: TBD

Acknowledgement and Agreement to Terms and Conditions

I _____, in my capacity as the authorized agent for _____, further state that I have read and understand all of the terms and conditions required for this short term rental. I specifically agree to abide by all of the terms and conditions listed in this agreement.

Authorized Agent's Signature

Date