



## REQUEST FOR USE OF SCHOOL FACILITIES

### Eligible Renters

1. Local groups or organizations that fall within one of the class type descriptions in the Avon Community School Corporation (ACSC) Facility Usage Guidance.
2. The representative must be at least twenty-one (21) years of age, a real property owner in Washington Township and/or financially responsible.

### Renter Responsibilities

#### General Rules:

- a) Gambling, the use of tobacco, alcohol, and illegal substances on school property is strictly prohibited.
- b) The group using the school facility will be responsible for the care, repair, and/or replacement of any damaged item.
- c) If proper care is not exercised, the continued use of the facility may be denied by the school corporation.
- d) Property damage must be reported to the designated school employee immediately.
- e) No signs, displays, or other material may be located in or on school property unless specifically noted on the application and approved.

#### Insurance and Liability:

- a) The requesting party shall protect and hold harmless any member of the Board of School Trustees, any administrator, any teacher, or any other employee of Avon Community Schools from loss, injury, or damage, to person or property, provided such member or employee was acting in the discharge of his or her duties.
- b) Renter shall obtain and maintain a policy or policies of liability insurance covering Avon Schools' obligations under the Renter Agreement. Such policy(ies) shall have a minimum coverage of:
  - a. \$1,000,000.00 per occurrence and \$2,000,000 aggregate;
  - b. \$500,000/\$500,000/\$500,000 (each accident/disease-policy limit/disease-each employee) for workers' compensation insurance; and
  - c. If requesting party will be operating corporate-owned vehicles on ACSC property, \$1,000,000 auto liability insurance
- c) A copy of the certificate of insurance is required five (5) days prior to the rental.
- d) Avon Community School Corporation is not responsible for any owned property by the renter or its members.
- e) Avon Community School Corporation shall be included as an additional insured.

**Failure to Comply:** Failure to comply with the rules and regulations will be sufficient reason to cancel future privileges. Avon Community Schools reserves the right to deny the use of its facilities or cancel any activity without notice.

**Fees:** A check, payable to Avon Community School Corporation, for the entire amount must be presented to the building treasurer within one week after the event. The renter agrees to be responsible for any additional charges incurred or damages caused by renter's activities.

#### Rental Fee Calculation:

\*The base rental fee shall be charged for providing heat, air conditioning, and power and light. Custodial service, kitchen supervision, technical assistance, and athletic supervision shall be done by employees of the Corporation. These services shall be provided at the rates approved by the Board as recommended by the Superintendent and/or his designee.

\*All rental fees are for (3) hours plus appropriate custodial, technical, or supervisory services. Fees may be assessed in one hour increments.

\*All rates and services are calculated from the time the building is opened until building cleanup is complete.

\*The rental fee shall also include a surcharge if the renter and Avon Community Schools agree that the renter will have the right to use the facility for a defined period of time, whereby the renter will use the facility on a reoccurring, regular, but non-permanent basis. The surcharge is necessary for ACSC because by such an agreement, ACSC will be precluded from entering into agreements with other prospective renters whose desired use of the facilities would create logistical conflicts with the regularly using renter's use. The surcharge shall be set at a mutually agreed amount by Avon Community Schools and the prospective renter.