

WAPAKONETA CITY SCHOOL DISTRICT  
RENTAL INSTRUCTIONS

Board of Education Policy Regarding Use of Premises By Outside Groups

Any organization making application for the use of school premises shall designate, in writing, one of the members to be responsible for making arrangements, executing the application and signing all documents required to secure the use of the premises.

- A. Such person must sign the application for use of the school premises.
  - B. Such person may designate others to assist him when a large group will be present, but he shall remain responsible for the use of the premises by the group.
  - C. The renter or group using the premises shall agree to restore to original condition any school property damaged or destroyed. The Board of Education shall be the final judge of the adequacy of any such repair or restoration.
  - D. The person designated to be responsible shall be notified in writing by the Director of Operations of any property damage incurred and shall be responsible for proper compensation to the Board of Education.
  - E. All property not belonging to the Wapakoneta City School District shall be removed.
  - F. The group renting school premises shall restrict its activity to the area requested.
  - G. The group renting shall be required to keep all children under its direct supervision.
- THERE WILL BE AN ADDITIONAL CHARGE FOR CAFETERIA EMPLOYEE WHEN KITCHEN IS USED.  
 ➤ SCHOOL EMPLOYEE OR CUSTODIAN MUST BE PRESENT ANY TIME A BUILDING IS BEING USED. CUSTODIAL CHARGE IS 1 ½ TIMES THE HOURLY RATE. **SCHOOL KEYS CAN BE USED ONLY BY AUTHORIZED SCHOOL EMPLOYEES.** THE BOARD OF EDUCATION RESERVES THE RIGHT TO REDUCE AND/OR WAIVE FEE FOR GROUPS, DEPENDENT UPON USAGE.

REVISION OF FORM: Any revisions made on **Application for Use of Premises** once it has been signed, must be made no later than three days prior to scheduled activity.

<u>School Facility</u>	<u>Banquet Seating</u>	<u>Seminar Seating</u>	<u>Gymnasium Sq. Ft.</u>
High School	Cafeteria 425	Gymnasium 2,800	-----
Middle School	Cafeteria 225; Gym 420	Auditorium 430	8,000
Wapakoneta Elem	Café 234 (Table & Chairs) Café 350 (Chairs only)		
Wapakoneta Elem		Gym 1100 (no bleachers) Bleachers only 350 Bleachers & chairs 950	7,980
Cridersville	Café 173 (Table & Chairs) Café 372 (Chairs only)		
Cridersville		Bleachers & Chairs 700	5525

Performing Arts Center Seating 709

**NOTE:** Wapakoneta City Schools is proud of our facilities and welcomes you to make full use of them. Please instruct your members and guests that the Board of Education prohibits the use of tobacco and alcoholic beverages on school premises. **Please check with Wapakoneta City Schools on brand of sodas that may be sold on school property.**

**Facility Rental Schedule** If heat is required, you must pay custodial fee per hour; plus heat fee.

Wapakoneta High School 1 W Redskin Trail, Wapakoneta OH 45895 419.739.5200

- a. Cafeteria, as a meeting place (non-profit) .....\$ 75.00
- b. Cafeteria, as a meeting place .....\$150.00
- c. Gymnasium, for recreation (Not available unless run by school or City Rec program)
- d. Cafeteria and Kitchen (non-profit) .....\$120.00
- e. Cafeteria and Kitchen.....\$225.00
- f. Group Room (non-profit).....\$ 50.00
- g. Group Room .....\$ 75.00
- h. Group Room, Cafeteria, Kitchen (non-profit).....\$170.00
- i. Group Room, Cafeteria, Kitchen .....\$325.00
- j. Gymnasium, admission charges .....\$550.00
- k. Individual Classroom.....\$ 25.00
- l. Building (Board of Education approval).....\$750.00  
(Heat - \$25 - 4 hours minimum +\$10/hour after 4 hours)

Wapakoneta Middle School 400 W Harrison Wapakoneta OH 419.739.5100

- a. Cafeteria, as a meeting place (non-profit).....\$ 35.00
- b. Cafeteria, as a meeting place.....\$ 75.00
- c. Gymnasium, (non-profit) .....\$ 35.00
- d. Gymnasium ..... \$200.00
- e. Cafeteria and Kitchen (non-profit) ..... \$ 50.00
- f. Cafeteria and Kitchen ..... \$100.00
- g. Auditorium, as a meeting place (non-profit).....\$ 40.00
- h. Auditorium, as a meeting place .....\$150.00
- i. Auditorium, Cafeteria and Kitchen (non-profit) .....\$135.00
- j. Auditorium, Cafeteria and Kitchen .....\$200.00  
(Heat \$25 - 4 hours minimum +\$10/hour after 4 hours)

Cridersville Elementary 501 Reichelderfer Rd Cridersville OH 45806 419.645.3000

- a. Cafeteria, as a meeting place (non-profit).....\$35.00
- b. Cafeteria, as a meeting place .....\$50.00
- c. Gymnasium (non-profit) ..... \$35.00
- d. Gymnasium .....\$100.00
- e. Cafeteria and Kitchen (non-profit) .....\$50.00
- f. Cafeteria and Kitchen .....\$100.00  
(Heat \$25 - 4 hours minimum + \$10/hour after 4 hours)

Wapakoneta Elementary 900 N Blackhoof St Wapakoneta OH 45895 419.739.5000

- a. Cafeteria, as a meeting place (non-profit).....\$ 35.00
- b. Cafeteria, as a meeting place .....\$ 75.00
- c. Gymnasium, (non-profit) .....\$ 35.00
- d. Gymnasium ..... \$200.00
- e. Cafeteria and Kitchen (non-profit) ..... \$ 50.00
- f. Cafeteria and Kitchen ..... \$100.00  
(Heat \$25 - 4 hours minimum +\$10/hour after 4 hours)

**NOTE:** There may be a \$50.00 deposit for key fobs (refundable upon return).

# **Application for Use of Premises**

WAPAKONETA CITY SCHOOLS  
1102 GARDENIA DRIVE WAPAKONETA OH 45895

Building: \_\_\_\_\_

Date of use: \_\_\_\_\_ Admission to be charged: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Actual Start Time of Event: \_\_\_\_\_

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

Purpose of Use: \_\_\_\_\_ Approx. # Expected \_\_\_\_\_

\_\_\_\_\_  
Name (Person in Charge) Phone #

\_\_\_\_\_  
Address City State Zip Code

## **FACILITIES REQUESTED:**

Kitchen  Dining Area  Gymnasium  Auditorium  Classroom  Large Group Room

If the kitchen is going to be used, a cafeteria employee must be present at all times. If food is to be catered, the renter and the caterer need to be aware of this.

Please check the items below that will be used in the kitchen:

Ovens  Ranges  French Fryers  Soup Kettles  Refrigerators  Freezers  Microwaves

Blenders  Mixers  Food Choppers  Steam Tables  Dishwasher

(Information on these items available at 419.739.2910)

**HVAC REQUESTED:** Yes or No **Time of Event:** \_\_\_\_\_

## **SCHOOL EQUIPMENT NEEDED:**

Microphone  Podium  Portable Chalkboard  TV/VCR  TV/DVD  Screen

Overhead Projector  Computer Outlet

Other \_\_\_\_\_

\*Outside organizations using facilities are asked to arrange tables and chairs themselves.

Cleaning equipment available for clean up after the activity.

The Signatory hereby agrees to indemnify and **HOLD HARMLESS** the Wapakoneta City Board of Education and its agents and employees from all liability, claims, demands, damages or costs, for or arising out of the use of Wapakoneta City Schools' premises whether it be caused by negligence or indemnitor or the Wapakoneta City Board of Education or either party's agents or employees or otherwise.

\_\_\_\_\_  
Renter Signature Date Estimated Charge: \_\_\_\_\_

\_\_\_\_\_  
Principal Date Director Of Operations Date

Original Renter (Administration Building to make own copy)

CC: Building Custodian Café Supervisor Athletics

Revised 8/3/09; 9/22/10; 6/26/14; 5/16/17; 10/16/17