



OHIO HI-POINT CAREER CENTER BUILDING AND FACILITY REQUEST FORM

This form serves to implement Board policy 7510 and must be completed by individuals and/or organizations wishing to use the property. Approval of use of facilities will be prioritized in compliance with Board policy. Users may be required to present evidence of organizational liability insurance. Users accept liability for any damage to property and/or equipment that occurs. No equipment may be used except by written permission and by a qualified operator. **No smoking, alcoholic beverage or weapons are permitted on the grounds.** Users shall be financially responsible for any rental fees and custodial charges. Advanced deposits may be required and will be applied to the rental fee. Advanced deposits will not be returned if the school is not notified at least 24 hours in advance of a cancellation. Use must conform to Ohio State Statutes. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

Organization _____ **Non Profit:** yes _____ no _____

Contact Person _____ **Phone #** _____ **Or** _____ **Email** _____

Address _____ **City** _____ **State/zip** _____

Date of event _____ **Day of week** _____ **Time of event** _____ **Set-up time** ____ **Tear down time** ____

Title of event: _____

Banquet ____ **Wedding Recep** ____ **Meeting** ____ **Workshop** ____

Number of participants/guests expected: _____

FACILITIES:

Cafeteria ____(250) **Seminar Center** ____(124) **Kitchen** ____ **Sloan Inn** ____(50) **Tech Center** ____(100)

Quad Room ____ **HS Conference** ____(12) **Class rooms** ____(15) **Adult Conference** ____(12)

Health Building Large Classroom ____ (?) **Health Building Small Classroom** ____(???)

Health Building LAB ____(??) **Other(specify)** _____

Groups may use **ONLY** that part of the building they have specified.

EQUIPMENT: Desktop PC ____ Notebook PC ____ Internet Connection ____ Network Connection ____

DVD ____ CD ____ VCR ____ TV ____ Wireless Microphone ____ Lapel Microphone ____ Registration Table ____

Video Projector/Screen ____ Digital Video Projector ____ Video Conf. Unit ____ Teleconf. Equip. ____

Overhead Transparency ____ Digital Video Camera ____ SmartBoard ____ Blackboard ____ Podium ____

Special room set-up required beforehand? Yes ____ No ____ Time _____ Other _____

For Office Use Only CHARGES (subject to change):
Charges may vary depending on dates, time, and whether group is profit/non profit:

Cafeteria \$60 ____ **Seminar Center \$60** ____ **Kitchen \$90** ____ **Tech Center \$90** ____ **Quad \$60**

Conference/Class Rooms \$20 ____ **Sloan Inn \$25** ____ **Custodian \$30/hr** ____ **Sunday/Holidays \$60/hr** ____

Set-up \$50 ____ **China \$50** ____ **Food Service Worker 25/hr** ____ **Estimated Charges** _____

Additional Guidelines:

No smoking, alcoholic beverage or weapons are permitted on the grounds.

No Candles or open flame permitted (other than Sterno for caterers).

School facilities are on a first come, first served basis and the Board of Education reserves the right to refuse use of school facilities to any individual or group if it believes the use is not in the best interests of the school district and/or if the event places undo additional work on any of the departments.

Food Service employees are required to be here when any part of the kitchens are used.

Environmental Services employees are required to be here at all times when the school is open.

Non-Profit Organization or Group: **Normal Operation Hours Monday-Friday 7 am to 9:30 pm and Saturday from 8am till 3pm. Campus is closed on Sunday.** There is no fee unless a special service is required.

Private Organization or Group: Non-Operation Hours- Full fees may be assessed.

Private Company or Individual: If seminar is related to school program, and if students and/or staff are permitted to attend, there is no rental fee during regular operation hours. If company collaborates with Hi-Point through School to Work, Advisory Committees, or Business and Industry Training from the Adult Education Department, there is no rental fee. Non-Operation Hours - a custodial fee may be assessed.

The Superintendent shall have the final authority to make decisions regarding use and charges.

Events must end no later than 9:00 p.m.

No Vehicles permitted on sidewalks.

Environmental Services must approve decorations. All exits, hallways, etc must be kept clear.

Comments: _____

User has read and agrees to abide by the rules and regulations of the Ohio Hi-Point Board of Education.

User Signature _____ **Title** _____ **Date:** _____

School Signature _____ **Title** _____ **Date:** _____

Please complete sections 1, 2, and 3 on the front of this form.

Please fax (or mail) the completed form to:

Attn: Don Jaunzemis
Ohio Hi-Point Career Center
2280 St. Rt. 540
Bellefontaine, Ohio 43311
Phone: 937-599-3010 ext. 1316
Fax: 937-592-9733
Email: djaunzemis@ohp.k12.oh.us

Departments copied:

Evening Supervisor _____ **Maintenance** _____ **Media Center** _____ **Director's Secretary** _____
Tech. Center _____ **Cafeteria** _____ **Rest. Op.** _____ **Superintendent** _____
Adult Director _____ **Facilities & Grounds** _____ **Other** _____