

WAYNE LOCAL BUILDING/FACILITY RENTAL APPLICATION

Wayne Local Schools, 659 Dayton Rd., Waynesville, OH 45068

Phone: Elem-897-2761, MS-897-4706, HS-897-2776, CO-897-6971

Application due 30 days prior to date of proposed use.

Groups using school facilities Monday thru Friday must exit the facility by 9:00 p.m.

Event: _____ Group Level: _____ (see back)

Is this a public or private event? _____ Will a fee be charged for event? _____

Sponsor/Organization _____

Date of Event _____ Start Time _____ End Time _____

ATTACH DETAILED LIST OF MULTIPLE DATES & TIMES

Contact Person: _____ Work phone _____ Home phone _____

Address: _____ Fax number _____

Building/Rooms Requested: _____

Number expected _____

Requirements to be filed with application:

- A. \$10.00 Check or Money Order - Application Fee for Group Levels 2, 3, 4, and 5.
- B. \$1,000,000 Certificate of Insurance - It is mandatory, for the protection of the above named sponsor/organization, that **appropriate liability insurance be purchased and a certificate of insurance be furnished with this application.**
- C. 1. 990 Tax Return; 2. 501(c)(3) Approved designation; 3. Organizational by-laws;
4. List of Directors and/or officers; 5. Member Roster

The above named sponsor/organization also agrees to indemnify and hold harmless the Wayne Local Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

**Please note that food and drinks are never permitted in our gym facilities!
USE OF TOBACCO ON SCHOOL PREMISES IS NOT PERMITTED.
Refusal to abide by these policies may result in disapproval of future requests.
Be sure to read the attached policy carefully before signing your request.**

Signature of Sponsor _____ Date _____

Approval

Athletic Director: Disapproves _____ Approves _____

Athletic Director's Signature _____ Date _____

Principal: Disapproves _____ Approves _____

Principal's Signature _____ Date _____

Custodian Needed: Yes _____ No _____ Hrs: _____

Custodian Superv. Signature _____ Date _____

If approved by Athletic Director and Principal send to the Superintendent

Superintendent: Disapproves _____ Approves _____

Superintendent's Signature _____ Date _____

SEE REVERSE SIDE FOR GROUP LEVELS AND ESTIMATED RENTAL CHARGES

LEVEL 1: School groups that are **direct affiliates** of WLS conducting function for the benefit of WLS and its students

Example: School Groups, Booster Groups, PTO, NHS, After Prom, School Sanctioned events

LEVEL 2: WL Non-Profit Yth Groups consisting of WLS parents for the **sole** benefit of WLS students and conducting function for the **sole** benefit of WLS students

Example: Scouts, 4-H, W Alumni Assoc., W Yth Sports Groups, Yth sports assoc. holding awards night for players

LEVEL 3: Local non-profit municipal, civic and church groups comprised of **at least 90%** WL residents holding direct non-profit event.

LEVEL 4: Non-profit municipal, civic and church groups comprised of **less than 90%** WL residents and holding direct non-profit event.

LEVEL 5: WL Non-Profit Yth Groups consisting of WLS parents for the **sole** benefit of WLS students and conducting function to benefit a **non-profit entity other than WLS or WLS students**

Example: Yth Soccer, Baseball, Football, Basketball holding tournament sponsored by another group.

LEVEL 6: Any non-profit group, whether youth, municipal, civic, church, etc. conducting a function or holding an event to benefit a **for-profit entity or third party of any type.**

Example: Yth Soccer, Baseball, Football, Basketball holding training camp where a coach, trainer or expert is paid for providing services.

LEVEL 7: For profit entity, whether sole proprietor, corporation, LLC, etc.

Level	Gymnasium, Cafeteria	Kitchen	Media Center, Spartan Rm	Athletic Fields, Track	Classroom, Restroom, Parking Lot
1	Facility: NC Required Personnel: Custodian: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Cook: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Custodian: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Grounds Keeper: \$50 per hour/pp for field prep work \$100 per hour for athletic lighting	Facility: NC Required Personnel: Custodial: NC - during normal work shift \$50 per hour/pp- after normal shift
2	Facility: NC Required Personnel: Custodian: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Cook: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Custodian: NC - during normal work shift \$50 per hour/pp- after normal shift	Facility: NC Required Personnel: Grounds Keeper: \$50 per hour/pp for field prep work \$100 per hour for athletic lighting	Facility: NC Required Personnel: Custodial: NC - during normal work shift \$50 per hour/pp- after normal shift
3	Facility: \$75 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$75 per hour Required Personnel: Cook \$50 per hour/pp	Facility: \$75 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$75 per hour Required Personnel: Grounds Keeper: \$50 per hour/pp for field prep work \$100 per hour for athletic lighting	Facility: \$75 per hour Required Personnel: Custodial \$50 per hour/pp
4	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Cook \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Grounds Keeper: \$50 per hour/pp for field prep work \$100 per hour for athletic lighting	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp
5	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Cook \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp	Facility: \$100 per hour Required Personnel: Grounds Keeper: \$50 per hour/pp for field prep work \$100 per hour for athletic lighting	Facility: \$100 per hour Required Personnel: Custodial \$50 per hour/pp
6	Use Not Permitted	Use Not Permitted	Use Not Permitted	Use Not Permitted	Use Not Permitted
7	Use Not Permitted	Use Not Permitted	Use Not Permitted	Use Not Permitted	Use Not Permitted

Subject to submission and approval of Application and required supporting documentation, including a certificate of insurance, a copy of 990 Tax Return, 501(c)(3) designation, By-Laws, list of Officers and Directors, and Member Roster.

Group: 1 2 3 4 5 6 7 Facility Being Used _____
 (Circle One)

Facility Fee	X	Hours	=	Total
Personnel Fee	X	Hours	=	Total
\$50.00	X		=	
Total ESTIMATED CHARGE \$ _____				

Date Billed	_____
Amount Billed	_____
Date Paid	_____