

**AKRON PUBLIC SCHOOLS  
FACILITIES & SITE USAGE APPLICATION  
BUSINESS AFFAIRS**

DATE: \_\_\_\_\_

ORGANIZATION REQUESTING PERMIT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

BUILDING/SITE REQUESTED: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ROOM OR PART OF BUILDING DESIRED: \_\_\_\_\_

DATE(S) & HOURS OF DAY ON WHICH BUILDING IS DESIRED (be specific):

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

WILL ADMISSION BE CHARGED?

YES  NO

If YES, Amount to be charged \_\_\_\_\_

WILL ANY FOOD BE SERVED? YES  NO

If YES, Will the food be sold? YES  NO

\*Please note Ohio temporary food licensing information section H on back

If YES, please list items being served.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PERSONS ATTENDING EVENT: \_\_\_\_\_

USE OF THE CHILD NUTRITION MAIN KITCHEN:

YES (\$17.90/hr for minimum of 2 hours)

NO (No access will be given to main kitchen. Kitchen will be locked. No food preparation or serving equipment may be used.)

HEAT: \_\_\_\_\_ AIR CONDITIONING (if available): \_\_\_\_\_

EQUIPMENT NEEDED:

No. of Chairs	_____	No. of Tables	_____	Piano	_____
Projectionist	_____	Movie Screen	_____	Risers	_____
Lectern	_____	PA System	_____	Lighting	_____
Other	_____				

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE APPLIED: \_\_\_\_\_

POSITION IN ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PRINCIPAL/BUILDING MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

EXEC. DIRECTOR, BUSINESS AFFAIRS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE RETURN ALL COPIES TO BUSINESS AFFAIRS, 10 N MAIN STREET, AKRON, OHIO 44308.**

**CERTIFICATE OF INSURANCE AND RENTAL COSTS ARE REQUIRED PRIOR TO THE FINAL APPROVAL OF THIS PERMIT. CUSTODIAL CLEANUP TIME WILL BE INVOICED AFTER THE EVENT WITH PAYMENT DUE IN TEN (10) DAYS OF INVOICE.**

**BUSINESS AFFAIRS OFFICE USE ONLY** Approved: \_\_\_\_\_

**CLEANUP:** \_\_\_\_\_ **Employee(s)** \_\_\_\_\_ **Hours Per Employee** \_\_\_\_\_

# APPLICANT

We, the undersigned make application as indicated above and obligate ourselves to become personally responsible for the conduct of the gathering, and for the proper care of the property of the school. We further agree that any expenses for repairing or replacing property damaged or destroyed shall be determined, as far as possible before leaving the building, and settlement made for the same promptly. The undersigned further agrees to accept all responsibility for injury or injuries sustained during the tenants' rental of the building, settling any litigation claims resulting from the same.

The Board of Education reserves the right to cancel this permit upon notice to the applicant at any time for any reason.

The Board of Education also reserves the right to demand a cash deposit to cover damages.

The custodian is required to open and close the building according to the time stated on the permit. The date and hours cannot be changed after the permit is issued without renewing this application.

The following is a part of Section 4839-2 of the Laws of the State of Ohio, with reference to the rental of school buildings:

“The Board of Education of any school district shall, upon request and payment of the proper custodian fees, subject to such regulation as may be adopted by Board, permit the use of the school house, and rooms therein and the grounds and other property under its control, when not in actual use for school purposes, for any of the following purposes:

For holding educational, civic, social or recreational meetings and entertainments, and for such other purposes as may make for the welfare of the community. **Such meetings and entertainments shall be non-exclusive and open to the general public.”**

## GENERAL GUIDELINES - USAGE/RENTAL

- A. Plan your meeting well in advance of the date you wish to use the building. Facilities and Site Usage Applications must be in the Business Affairs Office at least **30 days prior to the date the building and/or grounds are to be used.**
- B. Contact the Business Affairs Office, 10 N Main Street, Akron, Ohio 44308 (330-761-2807) to see if the building you requested is available. A Facilities and Site Usage Application will be mailed on request. The Business Affairs Office will notify the building principal/manager that a request has been made for use of the facility and/or grounds. All federal, state and city licenses and permits, certificates of insurance and security plans--if required--must be **OBTAINED AND APPROVED BEFORE A PERMIT WILL BE ISSUED.**
- C. A nonrefundable application fee of \$25.00 must be paid to the Business Affairs Office when the application is filed. This \$25.00 application fee will be applied to the rental rate should the application request be approved.
- D. **An approved valid permit will only be issued after full and approved payment and all required documentation has been received. The full payment must be received by the Business Affairs Office at least 14 days prior to the desired date for use of buildings and/or grounds.** Payment must be by cash, money order or certified check made payable to the Treasurer of the Akron Public Schools.
- E. A certificate of insurance for appropriated liability coverage with the Akron Board of Education named on the policy as an additional insured must be provided to the Business Affairs Office. The insurance coverage is subject to approval by the Business Affairs Office as to both the carrier and the terms of coverage. Minimum acceptable limits of liability insurance shall be \$1,000,000/3,000,000 for each rental occurrence. The applicant, organization, association or renter agrees that it shall defend, hold harmless and indemnify the Akron City School District, Akron Board of Education and employees from any all demands, claims, suits, action and legal proceedings brought against it from the use of buildings and grounds. No permit will be issued until the certificate of insurance with the Akron Board of Education named as an additional insured is received in the Business Affairs Office.
- F. Requests for the rental of school facilities will be processed on a first-come first-serve basis; however, **ALL SCHOOL FUNCTIONS SHALL HAVE PRIORITY OVER ALL OTHER ACTIVITIES.**
- G. An estimate of the cost for rental of the school facility will be calculated. This estimate will include the applicable flat rate, possible utility charge (i.e. heating/air conditioning season), custodial, security fees and all other expenses incurred by the Akron Public Schools due to use of a facility by the rental group. **RENTAL RATES ARE SUBJECT TO CHANGE.**  
If the actual cost incurred by the School Board in renting the school facility is more than the estimated cost, then the rental group will be charged for the additional amount. If the actual cost incurred by the School Board is less than the estimated cost, then the rental group will be reimbursed for the overcharge.
- H. Summit County Health District Temporary Food Service Operations – Ohio Revised Code defines a temporary food service operation as a food service operation that is operated at an “event” for not more than five consecutive days. A food service operation means a place, location, site, or separate area where food intended to be serviced in individual portions is prepared or served for a charge or required donation. As used in this division, “served” means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and “prepared” means any action that affects a food other than receiving or maintaining it at the temperature at which it was received. Ohio Law requires that each person or government entity seeking a temporary food service operation license or a temporary retail food establishment license apply for a license in the health district where the operation will be conducted. A copy of this application can be accessed at [www.schd.org](http://www.schd.org). School related organizations are covered under the Akron Public Schools license.