

Norton City School District – Facility Request Form

The _____ (organization of),
 _____ (address)
 _____ (city, state, zip code)

Requests use of facilities (please list locations): _____

Dates Requested: _____

Event Times: _____ to: _____

Facility rental time (if different than event time): _____ to: _____

Purpose of facility usage: _____

Estimated attendance: _____ Admission charged? Yes ___ No ___ Amount Per? _____

Additional items needed (charges may apply): _____

(Organization Name) _____, in consideration of the use of facilities of the Norton City School District, agree to defend, hold harmless and indemnify the Norton City School District Board of Education, its officers, members, employees, and agents in both their official and individual capacities from all liability, claims, demands, damages, or costs for, or arising out of the use of the requested facility whether it be caused by negligence of the above named group, persons enjoying the facility as members or invitees of the above named group, the Board or either party's agents or employees as defined in the Ohio Revised code Section 2744.01(B), or otherwise.

Required Information!

Person in Charge _____ Address _____

Phone # (Cell) _____ Email _____

Signature _____ Date: _____

For Norton City School District Use Only: Rental Costs

	Location cost	Employee Cost	Security Cost	Additional Cost	Total Cost
Schedule A, B, C					

Approval:

Business Manager _____

Treasurer _____

Facility Rental Costs

Area – Costs are per hour unless noted otherwise	Schedule A	Schedule B	Schedule C
New Stadium	\$100	\$75	No Charge
New Stadium with lights	\$200	\$175	\$100
Old Stadium	\$50	\$25	No Charge
Old Stadium with lights	\$150	\$125	\$100
Baseball Field	\$30	\$15	No Charge
Softball Field	\$30	\$15	No Charge
High School Gym	\$100	\$50	No Charge
High School Cafeteria	\$50	\$25	No Charge
High School Kitchen *	\$50	\$25	No Charge
High School Auditorium	NA	NA	NA
Wrestling Room	\$75	\$30	No Charge
Middle School Gym	\$60	\$30	No Charge
Middle School Cafeteria	\$50	\$25	No Charge
Middle School Kitchen *	\$50	\$25	No Charge
Primary Gym	\$50	\$25	No Charge
Primary Kitchen *	\$30	\$20	No Charge
Cornerstone Gym	\$50	\$25	No Charge
Cornerstone Cafeteria	\$50	\$25	No Charge
Cornerstone Kitchen *	\$20	\$10	No Charge
Grill Gym	\$20	\$10	No Charge
Grill Kitchen *	\$30	\$20	No Charge
Regular Classroom	\$20	\$10	No Charge

*** All Kitchen rentals require at least one food service staff member on duty at \$40 per hour (2 hr min).**

****Facility usage that has NON-Norton teams involved may require security personnel at \$30 per hour with a 4 hour minimum.**

*****The costs above are for times when the areas are normally staffed with maintenance, custodial or cafeteria staff. If the rental time requires maintenance, custodial or cafeteria staff to be present outside of normal working hours, a surcharge of \$40 per hour will be assessed (2 hr min).**

******All school affiliated functions will take precedent and reservation may be changed if a conflict occurs.**

Schedule A: The organization headquarters are outside of the Norton City School District or if the rental is to be used for financial gains and the proceeds are not to be donated to a school organization.

Schedule B: The organization is inside the Norton City School District, but has no affiliation with an activity that is supported by Norton City Schools.

Schedule C: Norton City Schools groups and related activities. (Excludes teams and groups in which the advisor or coach are paid and approved through the Norton City Schools BOE)