

Contract for Use of School Property

This agreement entered into

Description of property to be rented:
Purpose for which property will be used

Rental Fees:

Supervisory/Custodial Fees:

Total Fees:

The Administration of the Chillicothe R-II School District, as authorized by the Board of Education of the Chillicothe R-II School District, hereby agrees to rent the above mentioned school property to _____ for use on _____ beginning at approximately _____ and ending at approximately _____. It is agreed that in the fees listed, the Board of Education shall provide heat, lighting, custodial services and items of equipment for normal use of the property herein described. The renter, specified below, agrees to be financially liable for any damage in excess of normal wear and tear that may occur to the property described below during the hours of this rental agreement. The renter agrees to observe the following policies and regulations of the Board of Education as they pertain to the use of school property.

1. **School property shall not** be removed from the school premises without written authorization of the Superintendent of Schools
2. **No intoxicating beverage** shall be brought upon, sold, or consumed on school property.
3. **All groups** using school buildings shall be under adult leadership or supervision from the time of arrival until all person leave the building.
4. **Rental fees** shall be paid 5 business days after receipt of contract.
5. **A sound and lighting technician** trained and approved by the school *must* be hired (\$20.00 per hr) lights and sound for all performances.
6. **The Board of Education** shall not be liable for loss of property, property damage, or personal injuries that may occur in the use of the rented school facilities, and Renter shall fully indemnify and hold harmless the Chillicothe R-II School District from any such claim. Renter shall provide a Certificate of Insurance showing general liability insurance limits of at least \$500,000 .00 per occurrence and shall show the Chillicothe R-II School District as an additional insured.
7. **All advertisement shall include the following disclaimer:**
"This activity is not sponsored or endorsed by the Chillicothe R-II School District."
8. **Should property be needed for school activities**, the Board of Education reserves the right to terminate rental contracts at any time and refund fees paid.
9. **Up to \$300.00 refundable** deposit, at the discretion of the District Administration, may be assessed at the signing of the rental contract for the above referenced facility, prior to occupying the facility. The deposit money may be used toward final rental balance due.

Building Administrator

Renter/ Authorized Representative

Address

Phone: _____

- **Possession of a signed contract shall authorize the custodians to admit the renter into the facility!**
- **Copy filed in the Superintendent's Office**