



# FOXFIRE SCHOOLS



Phone: (740) 453-4509  
Fax Number: (740) 455-4084

2805 Pinkerton Rd., P.O. Box 1818  
Zanesville, OH 43702-1818

Superintendent Todd Whiteman

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## Foxfire Schools Building Rental Agreements

The primary purpose for all board of education property is for the education of children. However the statues of Ohio provide that such facilities shall server certain secondary purposes, namely, the educational, entertainment, recreational, and political needs of the community at large. The use of school facilities by responsible organizations of this school district for the welfare of the community, and promoting worthwhile activities, is encouraged.

- 1- All requests for use of school facilities by non- profit organizations are to be made through Chad Jerles, Head of Maintenance and Facilities in writing 2 weeks in advance. Phone – 740 -453-4509 Cell 740 -586-5475  
E – mail – [cjerles@laca.org](mailto:cjerles@laca.org)
- 2- Complete the following application
- 3- Read and follow the regulation form
- 4- Full Payment must be rendered prior to building usage prior to the event
- 5- Any organization charging admission while using a school facility must pay a rental fee.
- 6- Foxfire Schools' Board of Education is not responsible for injury or accidents that might occur.
- 7- Foxfire Schools' Board of Education reserves the right to deny permission for use of school facilities.

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The mission of Foxfire High School is to impact the lives of our students in a positive, direct, and productive manner by teaching them the core values of working together, work ethic, accountability, discipline and servant-hood. The ultimate goal is to empower our students to reach their maximum potential academically, socially and emotionally while assisting them in becoming solid, productive citizens. Success is a by-product of embracing these core values.



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## Regulations

- ✓ Users must take full responsibility to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment
- ✓ District reserves the right to request fees in advance
- ✓ Responsibility for enforcement of rules and regulations, concerning use of district facilities, rests with the user group. Any infractions of the regulations may be grounds for refusing to grant subsequent request for use of district facilities.
- ✓ All activities must have adult supervision
- ✓ The user shall be fully responsible for all loss and damage to district property, including property of students and employees.
- ✓ Organizations/ individuals are confined to and only to use the area requested. Use of additional areas will increase the rental fee.
- ✓ The area requested shall be left in a clean and orderly fashion.
- ✓ The use of alcohol, drugs, or smoking is prohibited at all times
- ✓ Proper gym shoes are to be used on gymnasium floors.
- ✓ A school custodian shall be on duty whenever a facility is being used. Food service personnel shall be required when kitchen facilities are requested. The custodial and or cook fees, including clean up time, will be charged at the appropriate hourly rate.
- ✓ Buildings will be open 30 minutes prior to the activity.
- ✓ Equipment must be issued by the building principal and no equipment shall be removed from the building
- ✓ The person signing the facility agreement shall assume the financial responsibility of paying the fees for use of the facility and shall be responsible for any and all damage to the facility

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- ✓ Foxfire Board of Education is not responsible for injury or accidents that might occur.
- ✓ Decorations must be fireproof and are to be erected and taken down in a manner not destructive to district property. Decorations are subject to the approval of the building administrator.
- ✓ Corridors, exits and stairways must be free of obstruction at all times. Members of the audience and spectators must never stand or sit so they block exits, stairways or aisle ways.
- ✓ Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on available service personnel for supervision.
- ✓ Fuel saving guidelines will be followed in operating the school buildings. An energy shortage may necessitate reducing building occupancy after school hours.
- ✓ Building charges are payable to Foxfire Schools by check or money order.
- ✓ When any other outside group uses the facilities, they shall pay rental fees plus the prevailing salary schedule for required custodian. The rate includes hourly rate and necessary benefits totaling up to \$30 per hour.
- ✓ AAU Basketball Teams shall pay a flat fee of \$100 per month for two hours of gym time.

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## Non School Based Building Rental Application

Application shall be submitted in writing and approved at least 2 weeks in advance of the date facilities are requested for.

Name of Group or Organization:  
Name of Person Responsible for the Group:  
Address:  
Phone Number:  
E Mail:  
Date:  
Purpose for which facilities are requested:  
Hours – from – to –

If requested for a season or extended time, state beginning and ending date:

Purpose:  
Name of Adult in Charge:

Areas to be used:  
Cafeteria \_\_\_ Gym \_\_\_ Classroom \_\_\_ Conference Room \_\_\_ Weight Room  
\_\_\_\_\_

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## Fee Use of District Facilities

- The use of district facilities for any nonprofit community use shall be without cost to the users, except that the users shall be responsible for any extra custodial and cafeteria fees.
- All other organizations or persons granted the use of schools shall assume the following charges as indicated, payable in advance and the cost of such additional staff services required

### Flat Rental Fees

Gymnasium \$200.00
Cafeteria/ Kitchen \$100.00
Classroom \$20.00
Conference Room \$25.00
Football Stadium \$300 no lights \$400 with lights
Soccer Fields \$300.00
Weight Room \$300.00

The rates quoted above are for times when there are personnel in the buildings. If times are requested when the building is empty, additional charges will be assessed for custodial/ cooking personnel. These charges are based on current hourly and overtime rates.

### Building Rentals

As a representative \_\_\_\_\_, I certify that all members of our organization have read the regulations for the use of the building and agree to abide by all policies and regulations of Foxfire Schools Board of Education while using the requested building.

Signature \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_

\$ Rental Fee \_\_\_\_\_ Date(s) \_\_\_\_\_ Hours Used \_\_\_\_\_

Special Arrangements \_\_\_\_\_

Foxfire Administration signature \_\_\_\_\_

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