

CUYAHOGA VALLEY CAREER CENTER
8001 Brecksville Road
Brecksville, OH 44141



REGULATIONS FOR USE OF SCHOOL BUILDING AND SCHOOL FACILITIES

(This sheet is to be retained by applicant)

1. Application for use of school building or school facilities will be made to the Facility Rental Specialist, Jan Prucha (440/746-8141) at Cuyahoga Valley Career Center at least two weeks prior to the date of desired use. The Board of Education reserves the right to cancel or refuse a request for room rental or deny future rental to an organization if a performance or activity is found objectionable or not of benefit to the people of the school district in the opinion of school authorities.
2. Minimum charge is for a four-hour block of time. After four hours, an hourly charge will be applied. Additional hours required of maintenance personnel will be billed at a time and one-half plus any fringe benefits.
3. All facilities are expected to receive proper treatment and are to be left in the same condition as found. An additional charge will be made if facilities are misused or need additional cleaning.
4. Custodians will give reasonable assistance but cannot be expected to assist to the detriment of their regularly planned work.
5. The responsible adult representatives of the using organization will be present at all times and will inform the custodian when leaving that their entire group has left.
6. Fire and safety regulations will be strictly enforced. In case of doubt about a specific regulation, consult the custodian. In case of a fire drill, or any other emergency requiring evacuation of the building, all occupants are expected to immediately exit the building via the closest exit door. No one may leave the property during this time or re-enter the building unless instructed to do so.
7. No school property is to be removed from the building.
8. When the school cafeteria and kitchen are used, the Cafeteria Manager or other designated school employee must be present and have general supervision of school equipment. The fee for this service must be paid by the organization using the kitchen facilities. Arrangements for the use of cafeteria must be made at the office of the Business Manager.
9. Meal functions are to be catered by CVCC unless we are unable to cater the meal.

10. The permit holder agrees to save and hold harmless the Cuyahoga Valley Career Center and agrees to assume responsibility for all liabilities arising incidental to the occupancy or building use, it being understood and agreed that the public schools assume no obligation respecting the use of such premises. The permit holder shall have a comprehensive liability policy with limits of \$1,000,000 or higher per occurrence. The Board may request proof of coverage.
11. The permit holder shall assume responsibility for securing police protection when the Business Manager deems that such police attendance is necessary.
12. Our facilities are offered to all regardless of race, color, religion, sex, national origin, age or handicap.
13. Full payment of the room rental fee, the personnel fee, the food service fee and any other associated charges shall be made within thirty (30) calendar days from the CVCC invoice date. A late fee of 1.5% will be charged for any invoice not paid within 30 days.
14. There will be no additional charge for maintenance staff on Saturdays when our building is scheduled to be open. There will, however, be an additional charge for maintenance staff under the following conditions: **1)** on Saturdays when the building is not scheduled to be open **2)** if the event goes beyond the normal work hours of our staff **3)** if the set-up or clean-up is extensive to the point that it takes the staff away from their normal duties **4)** on Sundays. Additional time will be billed at time and one-half, plus any fringe benefits, except on Sundays, when it will be billed at twice the hourly rate plus benefits.
15. Should the facility identified in the building use request be required for CVCC school purposes at a time which would conflict with the lessee's intended use of the facility, the Board is entitled to cancel the permit by giving notice to the appropriate representative **5 days in advance**.
16. The Board of Education assumes no responsibility for use by the lessee of copyrighted material in a manner contrary to law.
17. Cuyahoga Valley Career Center is a NO SMOKING FACILITY. Smoking is not permitted anywhere on the grounds.
18. Alcoholic beverages and controlled substances will not be permitted on District property at any time.