



Mason City Schools  
BUILDING/FACILITY RENTAL APPLICATION

Scheduling Office: **Mason Central Administration Bldg**  
211 North East Street., Mason, OH 45040  
(513) 229-4515 FAX: (513) 398-4554

Event \_\_\_\_\_

Public or private event? \_\_\_\_\_ Will a fee be charged for event? (If yes, how much) \_\_\_\_\_

Sponsor/Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Set up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Exit Time \_\_\_\_\_  
(Attach Detailed List of Multiple Dates and Times)

Building/ Rooms Requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Billing Address: \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Est. No. of People Attending \_\_\_\_\_

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? \_\_\_\_\_ If so, complete and attach explanation.

- . Food Products served at no charge by outside groups must receive prior approval.
- . The Sale of Concessions or Food Products is **NOT** allowed by outside/non-school groups without a temporary permit from the Health Dept.
- . Mason City Schools is a COKE contracted school district; thus only COKE beverages may be Dispensed, Sold, Served or Sampled on the school campus. COKE beverages include, but are not limited to COKE, Dasani Water, Smart Water, Glaceau Vitaminwater, Fuze Tea, Minute Maid, Powerade, Simply Orange, and Odwalla.

*Please note that drinks are never permitted in our gym facilities!  
Refusal to abide by this policy may result in disapproval of future requests.*

It is mandatory, for the protection of the above named sponsor/organization, that **appropriate liability insurance be purchased and a certificate of insurance indicating Mason City Schools Board of Education as an additional insured be furnished with this application.** The above named sponsor/organization also agrees to indemnify and hold harmless the Mason Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Send to Facilities Use Scheduler at Mason Central Administration Bldg

SEE REVERSE SIDE FOR ESTIMATED RENTAL CHARGES

Please indicate the Rental Rate Level under which you believe you/your group falls.  
**A \$25 APPLICATION FEE FOR Friend of the School and Renter must be attached.**  
**CHECK OR MONEY ORDER ONLY - PAYABLE TO: MASON CITY SCHOOLS**

\_\_\_\_\_ School Sponsored      \_\_\_\_\_ Renter

The charges indicated below are estimates only. Final costs will be determined after appropriate posting for the service occurs. Personnel hourly rate includes salary, retirement, Medicare and Workers' Comp.

**The user shall be charged for at least one hour of time, in addition to the hours of the event, to open and close the building for activities scheduled other than during regular work hours. On Saturday and Sunday, minimum event time is two hours when custodial services are required. Minimum event time for an auditorium rental/technician is four hours.**

FOR USE IN CALCULATING ESTIMATED CHARGES  
 Using **2016-17** Salary Schedule

<u>FACILITY RENTED</u>	<u>Hours</u>	<u>Rate</u>	<u>Rental Charge</u>
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____
_____	_____ X _____	= _____	_____

<u>PERSONNE</u>	<u>L REQUIRED</u>	<u>Salary</u>	<u>Hours</u>	<u>Estimated Charge</u>
Auditorium	Technician	\$42.47	X _____	= _____
	Computer Technician	\$52.02	X _____	= _____
	Custodian (Overtime)	\$37.90	X _____	= _____
	Food Service Worker (Overtime)	\$26.01	X _____	= _____
	Site Manager	\$22.20	X _____	= _____
	Grounds/Maintenance (Overtime)	\$41.73	X _____	= _____

TOTAL ESTIMATED CHARGE      \$ \_\_\_\_\_

**FOR TREASURER'S OFFICE USE ONLY**

Date Billed	_____
Amount Billed	_____
Date Paid	_____

Board Adopted 7/14/98

**Revised 8/02/16**