

FACILITIES USE AGREEMENT

Berlin-Milan Local Schools

Organization _____ Date _____

Representative (Print) _____ Phone (Home) _____

Address _____ Phone (Work) _____

Building Requested (Check): Berlin Milan Edison

Room/Area To Be Used: _____

Date/s Requested: _____

Time/s Requested: _____

Description of Use: _____

Equipment Requested:

_____ Tables	_____ Overhead Projector	_____ Chairs	_____ Screen	_____ Mixer
_____ Movie Projector	_____ Public Address System	_____ Slide Projector	_____ Speakers Stand	_____ Dishwasher
_____ Filmstrip Projector	_____ Blackboard	_____ Opaque Projector	_____ Garbage Disposal	_____ Steamer
_____ Stove Top	_____ Ovens	_____ Walk-In Cooker	_____ Kettle Cooker	_____ Other
_____ Walk-In Freezer	_____ Steam Tables			

Insurance Information

Does your group have liability insurance? Yes No

Name of group's insurance company: _____

Hold Harmless Clause

_____ (Group Name) agrees to indemnify and HOLD HARMLESS the Berlin-Milan Board of Education and their agents and employees from all liability, claims, demands, damages, or losses, for or arising out of _____ (Group Activity) whether it be caused by the negligence of indemnitor or the Berlin-Milan Board of Education or either party's agents or employees, or otherwise.

Signature

Date

Waiver of Charges

I further request that the Board of Education waive the charge for services. My request meets the criteria for free service.

Signature

Date

School Policies

1. Any changes in the above stated specifications must be approved by the school official in charge, prior to the activity.
2. The renting organization and/or representative accepts all responsibility for any claims for damages or injuries to persons or property incurred as a result of the above stated activity.
3. Any and all damages of equipment and/or facility shall be charged to the person and/or organization named above.
4. If the building/facility is closed the day of the activity because of inclement weather, special circumstances, or an emergency, the activity will be canceled.
5. The renting organization is responsible for providing any and all security for its activity. The school district is not responsible for items/articles lost or stolen.
6. School activities take priority over all rental activities.
7. Facility Use fee must be paid prior to the activity taking place.

Name

Date

Principal's Comments: _____

Principal's Signature

Date

Superintendent's Signature

(OVER)

***PLEASE SEND ONE COPY TO THE FOOD SERVICE DIRECTOR IF USING ANY OF THE EQUIPMENT.**

There are certain laws and rules governed by the State of Ohio that all food service operations must adhere to. Below is a list of rules and regulations that will apply to anyone using the kitchen facilities of the requested building.

1. Once in the food prep area, hands must be washed thoroughly.
2. **Gloves must be worn any time the skin will be in direct contact with food.** Anyone wearing rings with stones, nail polish, or artificial nails must wear gloves at ALL times. (Gloves will be provided).
3. Gloves must be changed when changing from preparing one food to another.
4. **Hair nets must also be worn.** A hat or visor may be worn but all hair must be confined under the hat or visor. Usually a hair net will need to be worn with a visor in order to confine all hair. **Men with beards or mustaches must wear a snood** to cover the beard and/or mustache. (We prefer you bring your own hair nets. If you forget, we will make sure one is provided to you. Men **must** bring their own snood.)
5. No earrings or pins are to be worn in the food preparation area.
6. Anyone wearing a necklace must tuck it inside of their clothing.
7. No one shall use tobacco in any form while in the school.
8. No one shall eat in the food preparation area. Eating must be done in the designated dining area.
9. Drinks must be in spill proof containers.

Please understand that anyone using our facilities are under our food service license. Any violations under our license will be published in the newspaper. We take pride in our well-maintained kitchens and our outstanding food service inspection record.

If you have any questions concerning these rules, please feel free to call me at 419-499-4625 ext. 1004. I will be glad to help you in any way possible.

Thank you for your cooperation.

Trina A. McIlrath
Food Service Director

