



Monroe Local Schools

Request For Auditorium Use

(Please submit at least 10 day prior to event to Paul Mann)

Required Information			
Date		Requestor	
Responsible Person		Phone #	
Billing Address			
City, State, Zip			
Group Name			
School Affiliation			
Purpose			
Date(s) Needed			
Time Needed			

Space Requested (Please check all that apply)				
Seating		Floor Area (in front of stage)		
Stage Front		Half Stage		Full Stage

Lighting Needs			
House Light		General Stage Light	
Spot Light		Other (state below)	

Special lighting needs: _____

Sound Needs			
Hand Microphones		Wireless Microphones	
Music			

Equipment Needs							
Movie Screen		Tables		Podium		Overhead	
Projector		DVD		VCR		Chairs	

_____ Approved _____ Not Approved

Sound Technician's Signature _____ Date _____

Please draw a simple diagram of the setup



Office Use Only	
Technician's Hourly Rate	45.00
Hours	
Total Amount Due	
Technician's Signature	
Supervisor's Approval	



Monroe Local Schools Hold Harmless Agreement

The _____ (hereinafter referred to as the “User Group”) agrees to and does hereby indemnify and hold harmless the Monroe Local School District, its officers, agents, and employees from every claim or demand made, from every liability, lost, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Death or bodily injury to persons, loss of or injury to property, or any loss, damage, or expense which may have been sustained by the District or any persons, firm, or corporation employed by the District upon or in connection with the activity called for in this Agreement.
2. Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms, or corporations arising from any act of neglect, default, omission, negligence or willful misconduct of any person, firm or corporation employee by the User Group, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off District property.

The User Group, at its own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees and shall pay or satisfy any such claim, demand, liability, or judgment rendered against the District, its officers, agents, or employees in any action, suit or other proceedings as a result of the activity called for in this agreement.

Activity: _____

For The User Group:

Legal Name: _____
(Please Print)

Authorized Agent: _____
(Signature)

Date: _____

For The Monroe Local School District:

Authorized Agent: _____
(Signature)

Date: _____

Use of Plant and Facilities by the General Public

Parent-Teacher Organizations

- A. A parent-teacher organization is permitted to hold a maximum of ten (10) meetings per year in the school building in which it is associated. When the facilities of the school are used for money-raising activities, the parent-teacher organization will be charged for janitor services and/or cafeteria personnel labor if the cafeteria is used.
- B. A parent-teacher organization sponsoring an athletic team will be granted the use of the facilities of the school for one (1) game per year as a preferred group. A request for additional use may be approved by the principal and director of facilities.

Civil Defense

In the case of a public calamity, the school facilities of the District shall be made available to responsible organizations, such as the Red Cross or Civil Defense groups, without charge. Arrangements must be made through the director of facilities or building principal.

School Personnel Meetings

Meetings of school personnel involving teachers, principals or other school employees of the District are considered as regular school functions and no charge is to be made for the use of the school facilities. Meetings are limited to two (2) per year.

Board of Elections

School facilities shall be made available to the Butler County Board of Elections for all general, primary, and special elections. No rental fee will be charged. Any overtime required on the part of a custodian will be charged to the Board of Elections at one and one-half (1 ½) his/her regular rate of pay plus fringes.

RENTAL FEES

General Statement

School and school-related groups do not pay rental charges for the use of school facilities for school and school-related purposes. In instances where these groups require the assistance of school personnel (i.e. custodian) beyond their normal work schedule, they may be charged fees to cover the additional wages of such personnel. Non-school groups shall pay rental charges for the use of school facilities plus all additional charges for necessary school personnel before a facility is used, normally at the time the permit is issued. Groups which are comprised primarily of school-age youngsters attending one (1) of the Monroe attendance centers and adult groups directly associated with the public schools are to be classed as a "preferred group". Preferred groups normally shall not pay a rental fee but are to pay all expenses to cover any wages of any additional personnel required to be present during their use of the facility.

Preferred Groups

4-H Clubs
Agencies of Arts in Monroe
Big Brothers and Big Sisters
Campfire Girls
City of Monroe (public meetings, tests, etc.)
Community Youth Sports Groups
DeMolay
Junior Achievement
Kiwanis, Lions, Optimist (meetings)
MEA
Monroe Police and Fire/EMS Department
Monroe Principals' Association
Monroe Schools Booster Groups
Mt. Pleasant Community (organizations within the community)
Parents Without Partners
Parent-Teacher Organizations
Rainbow Girls
School age youngsters in Monroe Park and recreation programs
Scouting groups (Boy Scouts, Girl Scouts, etc.)
State Highway Patrol (Post 9)
YMCA and YWCA - school age youngsters
YMCA and YWCA - travel series
Any other service organizations located and licensed to operate within the Municipality of Monroe

Parking Fees

For the above groups, parking fees shall not be collected for the parking of vehicles on school grounds owned by the District as approved by the Monroe Local School Board.

Rental on Holidays

Generally facilities will not be available for rental on holidays or anytime schools are closed or are not in sessions. This includes closing of schools because of snow or other emergency situations when all rentals are automatically cancelled.

Rental Hours

Buildings must be vacated by 10:30 p.m. Monday through Friday and by 4:30 p.m. Saturday and Sunday unless other arrangements are made at the time of contract application.

Rental Fees

Preferred Groups	\$ 50 per Hour
Non-Local Monroe Groups	\$100 per Hour
Technician Fees	\$45 per Hour