

APPLICATION FOR USE OF APOLLO CAREER CENTER FACILITIES

This form must be filled out completely for consideration.

Contact: Michele Keller at (419) 998-2974 or michele.keller@apollocc.org
(Please Print)

Name of Organization: _____

Address: _____
City / State / Zip

Contact Person: _____ Phone Number: _____

Purpose of Facility Use: _____

Date of Event: _____ Day of the Week: S M T W T F S

Start & End Times: _____ Estimated Number of Attendees: _____
(when doors should be unlocked)

AREAS NEEDED: MAIN BUILDING

Commons (dining area & Goare room) (\$150)

Goare Room Only (video wall room) (\$100)

Media Center (\$75)

Conference Room (\$30)

Room # _____ (\$25)

Kitchen (\$100) – Cafeteria staff must be onsite during usage.

Other: _____

REQUIRED STAFF: (see page 2 for requirements)

_____ hours - Custodial staff (\$40/hour)

_____ hours - Cafeteria staff (\$25/hour)

_____ hours - Technology staff (\$40/hour)

ITEMS NEEDED:

Technology (microphone/video wall) (\$50 for setup)

Podium

Coat Rack

Other: _____

AREAS NEEDED: ADULT EDUCATION

Fire Training Tower (\$125/hour)

Room # _____ (\$25)

Other: _____

Will refreshments be served? Yes No

Will a meal be served? Yes No

AREAS NEEDED: PARKING LOTS

Entire Parking Lot

Back Parking Lot / Motorcycle Range

Front Parking Lot

Brief Description _____

Based on the above information, your estimated cost for the use of our facility is \$ _____

- ❖ Outside organizations using facilities are asked to arrange tables and chairs themselves and to clean up so that the facility is back to its original arrangement/cleanliness. Cleaning equipment is available. OPEN FLAMES and USE OF STRAW is STRICTLY PROHIBITED.
- ❖ Please read, sign, and return this form as soon as possible to guarantee your reservation. You will receive an invoice after your event is held.
- ❖ The person signing below is the legally responsible member of the listed organization. To the fullest extent permitted by law, the above named organization agrees to defend, pay in behalf of, and hold harmless the Apollo Career Center against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against the Apollo Career Center, its elected and appointed officials, employees, volunteers or all others working in behalf of Apollo Career Center by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of Apollo Career Center and/or in any way connected or associated with this contract.

Signature of Person Responsible

Date

Email address

Phone Number

REQUIREMENTS:

- a. Outside groups must provide a certificate of insurance (COI), with a \$300,000 minimum coverage limit, before renting the facilities and Apollo Career Center must be listed as an additional named insured on all COIs.
- b. Outside organizations must hire security to be present during the event.
- c. Any organization making application for the use of school facilities shall designate one of its members to be responsible for making all arrangements and signing all documents required for securing the use of facilities.
- d. Such person must sign the request for use of the school facilities.
- e. Such person may designate others to assist him/her when a large group will be present, but he/she shall remain responsible for the use of the facilities by the group.
- f. The renter, or group using the building, shall agree to restore to original condition any school property damaged or destroyed. The Board of Education shall be the final judge of the adequacy of any such repair or restoration.
- g. The person designated to be responsible shall be notified in writing by the Treasurer of any additional charges incurred and shall be responsible for proper compensation to the Board of Education.
- h. All property not belonging to the Apollo Career Center shall be removed as indicated in the terms of the approved request.
- i. Additional charges will be invoiced after the event and will include, but are not limited to, damaged or destroyed property and significant additional time beyond the hours shown.
- j. Exceptions as determined by the superintendent.

Revision of this form: Any revisions made on this Application for Use of Apollo Career Center Facilities form, once it has been signed, must be made no later than three days prior to scheduled activity. There will be a \$25.00 cancellation charge if Apollo Career Center is not notified 24 hours prior to the event.

Present seating in the Dining Commons: 372 chairs, 18 round tables and 33 long tables. If additional chairs or tables are needed, the renter will need to make arrangements to furnish the additional items.

STAFFING FEE SCHEDULE:

- a. A custodian must be present at the times from 3:30 p.m. on Friday through 7:30 a.m. on Monday at the rate of \$40.00/hour. If you need Apollo to set up, the rate is \$40/hour. It is \$40/hour to put back as originally found.
- b. If the kitchen is opened, a cafeteria worker must be present for liability reasons. The rate is \$25.00/hour. If additional cafeteria workers are requested, the rate is \$25.00/hour/worker.
- c. If technology assistance is needed during the event, the rate is \$40.00/hour.

We are proud of our facilities and welcome you to make full use of them. Please notify your members and guests that the Apollo Career Center is a non-smoking facility and campus. The use of tobacco is prohibited. We expect your support and cooperation in reminding patrons of this policy.