

KETTERING CITY SCHOOL DISTRICT
3750 Far Hills Avenue
Kettering, Ohio 45429

Trent Arena Offices
(937) 499-1642 Phone
(937) 499-1541 Fax

Application and Agreement for Use of Trent Arena

Instructions: Complete and return this form to Chris Weaver, Trent Arena General Manager, for approval.

Note: According to law, the Board of Education shall, upon request and payment of the rental fee, subject to such regulations as may be adopted by such Board, permit the use of school property for any purpose authorized by law, including by responsible organizations when not in actual use for school purposes for any educational, religious, civic, social, and recreational purpose as promotes the welfare of the community; provided such meetings and entertainments shall be nonexclusive and open to the general public.

All requests for the use of Trent Arena shall be made in writing to the Arena General Manager. Upon receipt of such request, the Arena General Manager shall review the application and grant or deny such application in accordance with State law, Board policy and/or any and all applicable administrative regulations. All applicants shall be at least eighteen (18) years of age.

Applications may be approved for use of the Trent Arena based on the following priority:

GROUP DESIGNATIONS

- GROUP 1. School curricular activities and extracurricular activities.
- GROUP 2. School related organizations: PTA, booster clubs, scouting groups, and all youth programs co-sponsored by the Kettering City School District.
- GROUP 3. Nonprofit community organizations: Service clubs, churches, or any Ohio nonprofit corporation with an affiliation to the Kettering City School District.
- GROUP 4. All other groups without affiliation to the Kettering School District.

Terms and Conditions:

1. The Contracting party must show proof of \$1,000,000.00 liability insurance and must agree to name the Kettering City School District Board of Education as an additional insured under the policy.
2. If the Contracting party is a nonprofit organization, it must provide proof of tax-exempt status.
3. One person should be designated by the Contracting party to assume the responsibility for the conduct of all other persons in the group. That person's name, address, phone number and email address should appear on this Facilities Request Form. Requests must be made by the designated organization representative. No communications relative to the use of the facility shall be made through third-party representatives. The individual representing the Contracting party shall assume full responsibility for assuring that the regulations set forth in this agreement are followed.
4. The Kettering Board of Education and its agents, employees and representatives assume no responsibility for properties left on the premises by the Contracting party.
5. The Contracting party is responsible for all damages to District property beyond ordinary wear and tear.
6. The Board of Education or its designees must have unrestricted access to all rooms and facilities at all times.
7. The Board of Education or its designees reserves the right to postpone or cancel the contracted event under the following conditions:
 - Inclement Weather
 - Scheduling of Required School Events
 - Contracting party's failure to comply with this contract
8. The Contracting party is responsible for payment of custodial service during and following the event. Predetermined fees for such service are available from the Trent Arena General Manager.
9. The Board of Education authorizes the Trent Arena General Manager to establish a rental fee for any use not covered by these regulations.
10. Possession and/or consumption of narcotics, alcoholic beverages, and/or drugs and smoking are prohibited on all Board of Education property.
11. No games of chance of any kind shall be permitted on school property by groups applying for use of Trent Arena.
12. The Board of Education and the Trent Arena General Manager reserve the right to assign at the Contracting party's expense: security, traffic personnel, scoreboard operator(s), and any additional personnel required.
13. All gate help will be provided by the Contracting party.
14. Concession stand personnel will be supplied by the Fairmont Boosters, and all sales will go to that organization.

15. The Contracting party must finalize all conditions and requests seven (7) days prior to the event with the Trent Arena General Manager.

16. One third (1/3) of the fee shall be paid as a deposit to reserve the Trent Arena and/or Athletic Center upon submission of the application. The deposit will be forfeited unless the Trent Arena General Manager receives notice of cancellation at least thirty (30) days prior to the event. Make check payable to the Kettering City Schools.

17. Full payment of rental price and related fees shall be made within thirty (30) days from the date of the invoice by the Board of Education.

18. The contracting party accepts the facilities as is and agrees to release, discharge, and indemnify, defend and hold harmless the Kettering City School District Board of Education and its agents, employees and representatives from any and all liability, claims, judgments or demands, including reasonable attorney's fees and costs, which may arise from all injuries to persons, deaths, and damage to property arising directly or indirectly out of this agreement including but not limited to the contracting party's use of the premises and adjoining areas, including parking lots.

**KETTERING CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

CONTRACTING PARTY

Chris Weaver
Trent Arena General Manager

Print Name

Date Signed

Title

Send Contract To:
Chris Weaver
Trent Arena General Mgr.
Fairmont High School
3301 Shroyer Road
Kettering, OH 45429

Signature

Date Signed

FEE SCHEDULE

GROUP SCHEDULE					
□	GROUP LEVEL	GROUPS 1 & 2	GROUP 3	GROUP 4	NOTES
TRENT ARENA					
<input type="checkbox"/>	Arena	No Charge	\$900	\$1,800	
<input type="checkbox"/>	Arena Lobby	No Charge	Included w/Arena	Included w/Arena	
<input type="checkbox"/>	Daily Rate (4 to 8 hrs.)	No Charge	\$220	\$600	
<input type="checkbox"/>	Hourly Rate	No Charge	\$60	\$120	
<input type="checkbox"/>	Locker Rooms-4 each	No Charge	Included w/Arena	Included w/Arena	
<input type="checkbox"/>	Training room	No Charge	Included w/Arena	Included w/Arena	
<input type="checkbox"/>	Conference Room	No Charge	Included w/Arena	Included w/Arena	
<input type="checkbox"/>	Daily Rate (4 to 8 hrs.)	No Charge	\$100	\$200	
<input type="checkbox"/>	Hourly Rate		\$25	\$50	
<input type="checkbox"/>	Ticket Office	No Charge	Included w/Arena	Included w/Arena	

FAIRMONT ATHLETIC CENTER					
<input type="checkbox"/>	Main Gym		\$50 hr./\$500 day	\$60 hr./\$600 day	
<input type="checkbox"/>	West Gym		Included	Included	
<input type="checkbox"/>	Gym Lobby		Included	Included	

STAFF					
<input type="checkbox"/>	Custodial	\$40 hr./per person			
<input type="checkbox"/>	Site Manager	\$30 hr./per person			

EQUIPMENT					
<input type="checkbox"/>	Tables	10/No Charge	\$6 ea. /over 10		
<input type="checkbox"/>	Chairs	80/No Charge	\$1.25 ea. /over 80		
<input type="checkbox"/>	PA System w/microphone	Included w/Arena			
<input type="checkbox"/>	Microphones-extra	\$25 each per day			
<input type="checkbox"/>	Podium	Included w/Arena			
<input type="checkbox"/>	Other				

RESPONSIBILITY OF ALL OUTSIDE EQUIPMENT RENTALS MUST BE CO-ORDINATED WITH TRENT ARENA MANAGEMENT

Date of Application: _____ Date(s) Requested: _____

Hours of Use: _____

Name of Contracting Party: _____

Address: _____ State: _____ Zip: _____

Representative of Contracting Party: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Brief Description of Activity: _____

