



Maplewood Career Center
7075 State Route 88
Ravenna, Ohio 44266
Phone: (330) 296-2892 Fax: (330) 296-5680

For Office Use/GW:
 Date Submitted: _____
 Insurance Form: _____
 Date Approved: _____

Use of School Facilities Request Form

Please complete the following. *Type or print*

Group name: _____ Room requested: _____

Date(s) requested: _____ Day(s) of the week (circle): Mon Tue Wed Thu Fri Sat Sun

Time requested: _____ A.M. or P.M. to _____ A.M or P.M. Number of people: _____

Purpose of meeting: _____

Items needed: Projector CD/DVD/Monitor Microphone Podium Screen Stage Coat rack

Other needs: _____

Our group is a non-profit organization: NO YES Tax exempt #: _____

 Signature of Person Responsible (_____) - _____ (_____) - _____
 Cell Number Daytime Number Date

 Printed Name of Person Responsible Address City Zip Code

Email Address: _____ Fax Number: (_____) - _____

Request permission to charge admission, sell articles, or solicit funds for our meeting: NO YES

Describe: _____

Will refreshments be served? NO YES Who will be providing refreshments: _____

Will the Maplewood kitchen be needed? NO YES Why: _____

I have reviewed the guidelines, hold harmless form, as well as the charges, asbestos, and insurance information. _____
 I will return them with this application. (Initial)

You will receive a copy of this request upon approval. If the event is canceled, please inform Maplewood as soon as you are able to do so.

For Supervisor of Business Affairs Use:

Room use charges: _____

Insurance Certificate Attached Waiver Signature
 Schedule of Facility Charges Asbestos Notification Request for Admission Charges/Selling/Soliciting

This form must be approved by the following people to be valid:

Approved By: _____
 Supervisor of Business Career & Tech Director Adult Director Superintendent

FOR OFFICE USE: Route to (circle): SBA - Director - Adult Director - Custodian(s) - Cafe Supervisor - Culinary Arts

Other: _____ Date Approved: _____

**Maplewood Career Center
Hold Harmless Waiver of Liability**

I, as the duly authorized representative of _____ (organization), do hereby release and discharge the Maplewood Career Center Board of Education and any of its members, officials, agents, or employees from, and agree that the Maplewood Career Center Board of Education and any of its members, officials, agents, or employees shall not be responsible for any liability and damages arising from or related to our organization's use of Maplewood Career Center facilities and/or properties. The Maplewood Career Center Board of Education cannot be expected to be responsible for any injuries which may occur as a result of our organization's use of Maplewood Career Center facilities and/or properties. Maplewood staff members are not responsible for emergency assistance. I assume responsibility for myself and all participants of this activity/event. Therefore, _____ (organization) agrees to defend and hold harmless the Maplewood Career Center Board of Education, its members, officials, agents, and employees from all lawsuits, claims, demands, damages, or costs, for, or arising out of the use of the facilities and/or property as requested herein whether it be caused by the negligence of the organization that I represent or Maplewood Career Center or either party's agents or employees, or otherwise.

Name of Organization: _____
Authorized Signature: _____
Printed Name: _____
Date: _____

**Maplewood Career Center
Guidelines**

Please read these **guidelines** carefully:

1. It is understood that school use of facilities is the number one priority at Maplewood Career Center. Scheduled use by outside groups may be canceled should the need arise.
2. All groups requesting use of the facility must have this form approved 10 days in advance of scheduled meeting.
3. School groups meeting after 2:20 p.m. must be under the supervision of a faculty member and have the approval of the Directors and Superintendent.
4. All outside groups are asked to designate a responsible person to be in charge. Groups are responsible for any damages to MCC property.
5. All outside groups must provide an Insurance Certificate for liability coverage, in the amount of a *minimum of \$300,000 combined single limit for bodily injury and property damage and that the Maplewood Career Center be listed as an ADDITIONAL INSURED.*
6. It is understood that furnishings are to be put back into the same condition/placement they were found (i.e., tables, desks, chairs, etc.). There will be an extra fee charged if your group fails to comply with this item.
7. When room use fee is administered, a minimum of four (4) hours will be charged. Please note attached fee charges.
8. School personnel cannot permit entry to the building or open rooms for activities that have not been approved and scheduled.
9. USE OF ANY ALCOHOL, DRUGS, OR TOBACCO PRODUCTS IS PROHIBITED ON SCHOOL PROPERTY OR ON SCHOOL GROUNDS.
10. FIREARMS, FLAMMABLE MATERIALS, FIREWORKS, DANGEROUS ANIMALS, STRONG ACIDS OR CAUSTICS, AND LATEX PRODUCTS (TO INCLUDE BUT NOT LIMITED TO "BALLOONS"), ARE PROHIBITED ON SCHOOL PROPERTY OR ON SCHOOL GROUNDS.

Questions may be directed to Mike Lenzo, Supervisor of Business Affairs (330-296-2892 ext. 551003) or Melissa Freund, Administrative Assistant to the Superintendent (330-296-2892 ext. 551002).

**Maplewood Career Center
Schedule of Charges**

Room use fees are for up to the first four consecutive hours of use.

Lowell B. Myers Dining Room (Cafeteria)	\$100.00
One Classroom	\$40.00
Conference Room B	\$80.00
John Kilchenman Conference Room A	\$100.00
Maple Leaf Restaurant	\$50.00

Consecutive use beyond 4 hours is charged at an additional hourly rate as listed below:

Lowell B. Myers Dining Room (Cafeteria)	\$25.00
One Classroom	\$10.00
Conference Room B	\$20.00
John Kilchenman Conference Room A	\$25.00
Maple Leaf Restaurant	\$12.50

Weddings and Wedding receptions scheduled in the Lowell B. Myers Dining Room (Cafeteria) will incur a fee of \$300.00 for the first 4 hours of use. Consecutive use beyond 4 hours is charged at an additional hourly rate of \$25.00 (No open flame candles).

Use of cafeteria kitchen facility will require payment to cover the cost of kitchen employee(s) at the appropriate hourly rate with benefits if outside of normally scheduled hours.

A custodial fee of \$50.00 will be charged to all groups using the facility on a weekend as well as room fees; this is a charge in addition to custodial hourly rates and benefits if outside of normally scheduled hours.

Meal functions in the Lowell B. Myers Dining Room (Cafeteria) or the Maple Leaf Restaurant are to be catered by either the Maplewood Food Service Department (330-296-2892 ext. 551503) or Culinary Arts Career & Technical Program (330-296-2892 ext. 551507) unless they are unable to cater the meal. In the event that Maplewood is not able to assist in catering, an outside vendor may be utilized to serve meals.

Fees payable to the Maplewood Board of Education for building use will be invoiced after the event.

For Office Use:
Estimated Charges:
Room Fees: _____
Labor: _____
Total: _____

**Maplewood Career Center
Asbestos Notice**

TO: ALL STAFF AND EMPLOYEES, DAY & ADULT STUDENTS, AND PARENTS OF STUDENTS ATTENDING MAPLEWOOD CAREER CENTER AND ALL OUTSIDE PUBLIC GROUPS UTILIZING THE MAPLEWOOD CAREER CENTER FACILITY

FROM: Mike Lenzo, Designated Administrator of AHERA Management Plan

DATE: August 18, 2014

SUBJECT: **ASBESTOS CONTAINING BUILDING MATERIALS**

Please be advised that Maplewood Career Center has Asbestos Containing Building Materials present in the building.

Maplewood Career Center has been privately inspected and found to contain only Non-friable asbestos which is all in good condition and of no immediate threat to the health of occupants of the building.

An Asbestos Management Plan is in place and will be made available upon request in writing to the Office of the Supervisor of Business Affairs, Maplewood Career Center, 7075 St. Rt. 88 Ravenna, Ohio, 44266. Upon receipt of a request an appointment will be made for review of the plan within (5) five working days.

Periodic surveillance, re-inspection, and adherence to the management plan will be followed annually.