



IMPORTANT FACILITY USE INFORMATION

The Southern Hills Board of Education and staff welcome the opportunity to provide building use facilities for meetings and banquets for the community. In order to better serve your organization, we have established the following guidelines and procedures:

1. **Smoking Policy** - Passage of the "Goals 2000: Educate America Act" requires any indoor facility that receives federal funds and that provides educational or health services to children must be a smoke-free facility. Therefore, Southern Hills is a smoke-free facility at all times.
2. **Alcoholic beverages are prohibited at all times.**
3. **Daytime Building Use** - In order to provide a better service to the many people who use our building each day, all visitors to Southern Hills are asked to use the front entrance only and sign in with the receptionist in Student Services located to the left of the main entrance. Visitor parking has been set aside directly in front of the main entrance to make your visit to our school as convenient as possible.
4. **Set-Up** – You will be provided a form to fill out with a date, time, and drawing or sketch of the set-up needed, including equipment requirements. Based on your sketch, the custodial staff will arrange the tables and chairs by 3:30 p.m. on that day. This will allow your organization time for decorating and set-up. To comply with the Fire Marshall regulations, no lit candles are permitted within the building.
5. **Clean-Up** – The Custodian(s) will be available after your meeting/banquet to clean the area. Please make sure that your activity is completed by 10:00 p.m. This allows sufficient time for clean-up. In the case of a banquet or meeting with over 150 people and extra clean-up is necessary, another custodian will be called to work. If an extra custodian is necessary, a charge of \$20.00 per hour will be billed to your organization. For safety reasons, we ask that you do not allow anyone attending your activity (especially children) to move the large cafeteria tables.
6. **Activity Representative Responsibilities** – The sponsoring adult of the requesting organization must sign the attached form and assume responsibility for: (1) leaving the premises in as good or better condition than when they started their meeting; (2) any damage to board owned property; (3) keeping persons involved in their meeting from wandering through other parts of the school (especially children); (4) notifying the participants of your group of the applicable guidelines.

Please remember that there are Adult Education Classes and other meetings being held in the building each night. With everyone's cooperation, there should be minimum disturbance to all activities.

7. **Cancellation of Activity** – Normally, if the day-school programming at Southern Hills is canceled due to inclement weather or other such emergency, all evening activities are canceled as well. However, if you have any activity scheduled and school has not been in session that day, please contact the Building Use Coordinator for information regarding evening activities. If for some reason your organization makes a decision to cancel an activity, please let the Building Use Coordinator know as early as possible, especially if there is a set-up involved. We will be happy to work with you on rescheduling any canceled activities.

Southern Hills JVSD... Serving Our Community



9193 Hamer Road Georgetown, OH 45121
(937) 378-6131

Request for Use of Facility

Current Date _____ Date of Activity: _____ Hours: _____

Contact Person: _____ Phone: _____

Name of Organization: _____ Event _____

Address: _____

Please specify if a separate set-up date is needed and the time. _____

Room(s) Requested: _____ Approximate Attendance: _____

EQUIPMENT NEEDED: _____ lectern _____ stage _____ flag
_____ easel _____ easel w/pad

See Attached form for Technology needs.

SPECIFIC INSTRUCTIONS: On the attached drawing, include any requests for head table and number of chairs, arrangement of tables and chairs, buffet tables, award or door prize tables, etc. (Arrangements can be made through the Superintendent's Office for tour of building.)

BY BOARD POLICY:

1. Only activities which serve educational or community purpose may be scheduled. No activities involving dances, parties, or any other similar socializing will be scheduled. Use of the school building by private individuals is prohibited; only bonafide public groups may reserve the use of the building.
2. No activities may extend beyond 10:00 p.m. without special written permission.
3. All requests for dates of usage must be filed with the school and will be granted based on availability.
4. No alcoholic beverages may be served or consumed on SHJVSD property.
5. Southern Hills is a smoke-free facility.
6. Organizations that utilize any of the school's facilities must have liability insurance in excess of \$5,000,000 with the Southern Hills JVSD Board of Education as an additional named insured.*

*The Superintendent may waive this requirement at his/her discretion.

Insurance Waived _____ (Initials)

It is understood that the organization assumes full responsibility for the building and equipment.

INDEMNITY CLAUSE _____ (Indemnitor Organization Representative) agrees to indemnify and HOLD HARMLESS Southern Hills JVSD Board of Education and their agents and employees from all liability claims, demands, damages, or costs, for, or arising out of accidents whether it be caused by the negligence of indemnitor or Southern Hills JVSD Board of Education or either party's agents or employees, or otherwise.

(Signature) _____
Person in charge of activity Date

Print Name

NOTE: In general, if inclement weather closes adult education/evening classes - building use activities will likewise be canceled. Please contact Southern Hills if inclement weather closes secondary school.

Rental Fees	\$	_____	per hour =	\$	_____
Custodial Fees	\$	_____	per hour =	\$	_____
TOTAL FEES:				\$	_____

Building Use Coordinator Date

Technology Needs Form

Setup of Technology:

To ensure that our technology equipment is setup correctly for your event, we require that someone come in advance of the event during the following hours (8am - 3:30pm) to verify the setup or that a Technology person is used to help with the event. If a Southern Hills Technology person is used there will be a charge of \$25/hour.

Technology Contact Person: (if different than contact)

_____ Name

_____ Phone Number

Equipment Needed:

_____ Computer _____ LCD Projector _____ Screen _____ Interactive White Board
_____ Sound System _____ Microphone (____ How many wired Mics)(____ How many wireless mics)
_____ Sound for Computer in Dining Commons

How will Equipment be used:

What Equipment is in what Rooms:

All rooms have wired and wireless internet access available. Outside computers will need some advance setup to access the internet.

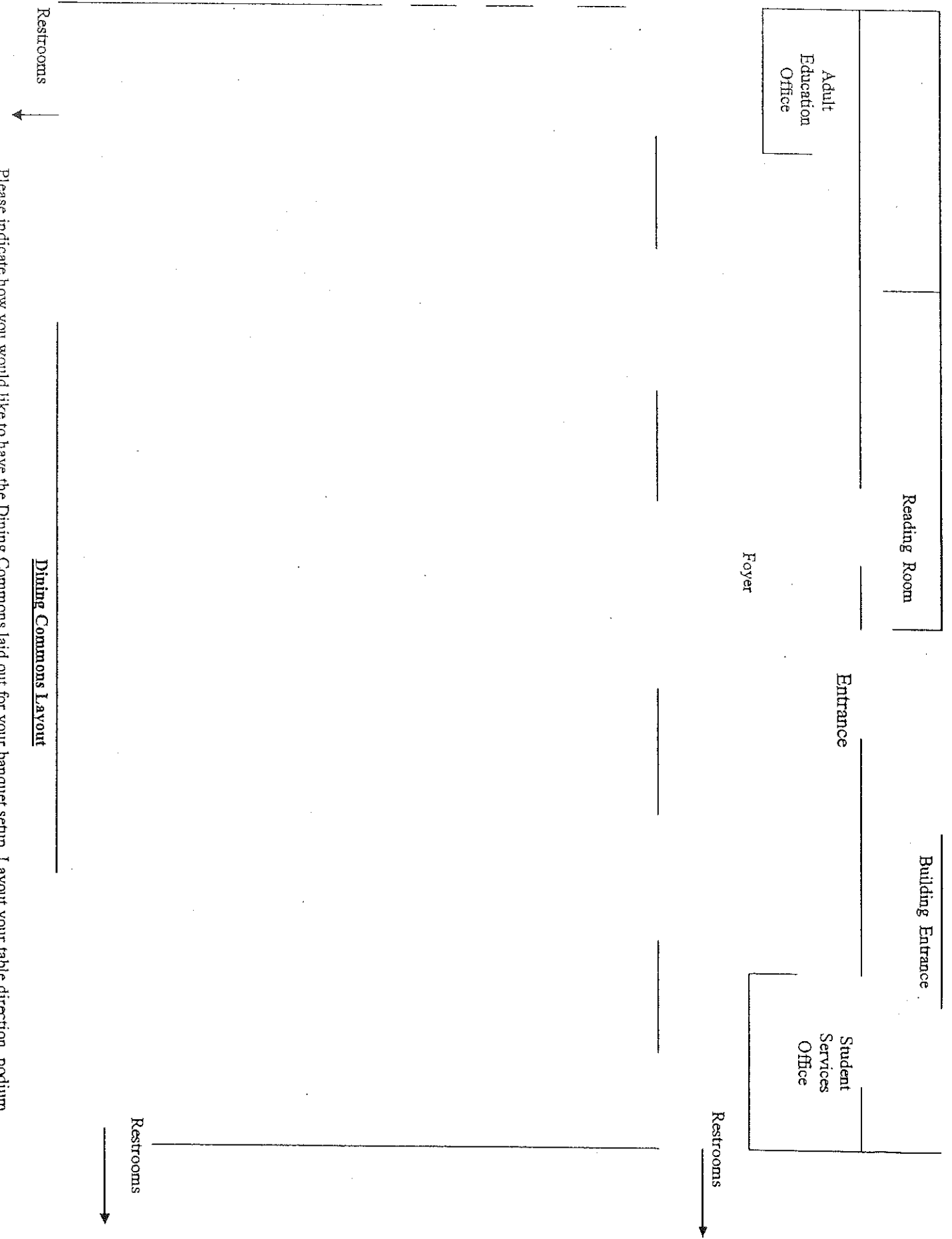
All Classrooms - LCD Projectors, Computers, Interactive White Boards, DVD/VCR player, TV, and Amplified sound for devices listed. There is no access for outside computers to be used in classrooms.

Multipurpose Room - LCD projector, Screen, Interactive White Board, & sound system with microphone. There is access for outside equipment to be used, but will require advance setup.

Reading Room - LCD projector, Screen, Interactive White Board, & sound system. There is access for outside equipment to be used, but will require advance setup.

Dining Commons - LCD projector, Screen, DVD/VCR player, TV, and Sound System with multiple microphones, including wireless microphones. There is access for outside equipment to be used, but will require advance setup, especially if need amplified sound from a computer.

Cafeteria



Restrooms

Reading Room

Building Entrance

Entrance

Student Services Office

Foyer

Restrooms

Restrooms

Dining Commons Layout

Please indicate how you would like to have the Dining Commons laid out for your banquet setup. Layout your table direction, podium location, and catering tables. This will allow us to set up for your function more efficiently. The new dining tables have pedestal style seats attached to them.