

7877 US Highway 42 S
Plain City, Ohio 43064
Telephone: (614) 873-4666
Toll Free: (800) 644-3140
Fax: (614) 873-6909



Member Districts:
Dublin City
Fairbanks Local
Hilliard City
Jefferson Local
Jonathan Alder Local
London City
Madison Plains Local

Thank you for choosing Tolles Career & Technical Center as a place to hold your event. We have excellent facilities and will adequately meet your conference and training needs. We have a full complement of audio/visual resources, and can set your room to meet your specifications. We can also help you with your catering needs via our Culinary Program and in-house catering. You are welcome to schedule a visit to Tolles and tour our facilities if you are undecided.

Because we are supported by the residents of our fine communities, we can be a cost effective resource to your organization.

Please complete the enclosed packet of forms and return as soon as possible (ASAP) via email, fax or by mail, as we receive many requests to use the facilities.

1. **Building Utilization Permit**. Please complete all sections with the exception of the shaded area.
2. Submit a **Certificate of Insurance** with this Packet. **Tolles shall be listed as an additional named insured.**
3. Read and sign the **Regulations Governing The Use of...Facilities** form.
4. Read and sign the **Addendum to Board Policy 2610** form.
5. **Building Use Information Sheet**. Complete section A of this form, and sign at the bottom as Organization Representative. Providing this information will allow us to estimate charges for use of facilities. You may submit a drawing or diagram of a floor plan, or any other necessary information.
6. Ten percent (10%) of estimated facilities charge is due two (2) weeks prior to your event.
7. Final count and full payment of estimated catering costs are due **six (6) business days** prior to your event.

- **PLEASE DO NOT BRING FOOD OR BEVERAGES INTO THE BUILDING**
- **SHOULD TOLLES BE CLOSED ON EVENT DAY DUE TO INCLEMENT WEATHER AND YOUR EVENT NEEDS TO BE RESCHEDULED, YOU WILL BE CONTACTED AT THE NUMBER YOU PROVIDE.**

In advertising and promotion for your scheduled event you must state that Tolles Career & Technical Center is a non-smoking facility, and **prohibits the use of tobacco products on school property.**

Inform registrants they must park in the Student Parking lot, located at the north side of the facility.
Please feel free to contact me should you need any assistance in completing these forms.

I look forward to working with you.

Sincerely,
Ervin Baldwin

Ervin Baldwin
Maintenance & Facilities Supervisor

**TOLLES CAREER & TECHNICAL CENTER
BUILDING USAGE INFORMATION SHEET**

This form has been developed to assist Tolles Career & Technical Center in determining the needs of your organization relevant to the use of Tolles Career & Technical Center facilities and grounds.

Section A - To be completed by responsible person with organization requesting use. Must be completed two weeks prior to the event.

1. Official name of organization _____
 Street Address of Organization _____
 City, State, Zip _____
 Telephone number (include Area Code) _____

2. Name of the Meeting _____
 Date _____ Starting Time _____ Ending Time _____
 Description of nature and purpose of meeting _____

3. Type of Event _____
 Class/Seminar _____ Dinner/Banquet _____ Other (describe) _____

ITEM	COMPLETE THIS AREA
Number in attendance	
Refreshments: what and time	
Equipment needed: AV, mic, etc.	
Facilities requested	
Special set ups	
Floor Plan / Diagram	<i>Draw a detailed floor plan on back of this sheet</i>

Section B - To be completed by Tolles Career & Technical Center Official

ITEM	Estimated Charges	Billed Charges
Pre-event set up custodial labor hours		
Event running time custodial labor hours		
Post-event re-set custodial labor hours		
Classroom rental fees		
Building supervision hours		
Security personnel hours		
Food and Beverages		
Miscellaneous charges		
TOTALS		

Signature, Organization Representative

Date _____

Signature, Tolles Career & Technical Center Official

Date _____

BUILDING UTILIZATION PERMIT

COPIES:

Four horizontal lines for recording the number of copies.

Organization _____

Today's Date _____

Contact Person _____

Phone _____

Type of Meeting (luncheon, dinner, tour, speech, etc.) _____

Room(s) requested _____

Date of Event _____

Time _____

Number of people in attendance _____

Equipment Needed _____

Are Computer Services Required _____

If so, on a separate sheet of paper, please provide a roster of names so that access can be granted

Is Internet Access Required _____

If so, on a separate sheet of paper, please provide a list of websites so that they may be made available to you

FOR OFFICE USE ONLY

Approved _____ Disapproved _____ Room Assigned _____

Meal Cost _____

Director, Special Programs

ONE COPY OF THIS FORM SHOULD BE SUBMITTED TWO WEEKS PRIOR TO PLANNED EVENT

Please enclose a certificate of insurance with this packet. Tolles shall be listed as an additional named insured.

2610
USE OF BUILDING
9-18-75
(Revised 2-15-96)

The **Tolles Career & Technical Center** building and facilities are to be primarily used to educate youth and adults residing in the district. Other responsible non profit organizations may make use of the facility for suitable activities which do not conflict with the educational programs or any other necessary use of such property. The Superintendent shall determine whether a particular organization is "responsible." Within the meaning of R.C. 3313.76, facility users are expected to adhere to the rules and regulations set forth for the use of the school facilities, which will secure its safe, reasonable, and impartial use. Organizations desiring to use the building or property should contact the school office.

The Superintendent shall have the authority to develop a fee schedule which shall cover costs incurred by the district for the use of said facilities. A charge covering the cost of food served and personnel employed shall be determined by the administration and assessed for any meal function, equipment set-up, and cleaning activities.

Public agencies may rent classroom space for class offerings at a rate to be determined by the Superintendent.

Buildings will not be available on days schools are closed for holidays, calamities, or emergency closings.

Facility users must agree to abide by all rules and regulations for said use of school district property, as prescribed by the Superintendent, and must further agree to all aspects of the Waiver of Liability and Indemnification Agreement, as adopted by the Board of Education.

ADDENDUM TO BOARD POLICY 2610

(Adopted 11-20-86)

WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT

I, _____, as the duly authorized representative of _____, release and discharge **Tolles Career & Technical Center** Board of Education and any of its members, officials, agents, or employees from, and agree that the 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 **Tolles Career & Technical Center**.

I understand that the reason for this Agreement is that the school district has provided the use of **Tolles Career & Technical Center** to me and/or my organization for no charge or a reduced fee covering only the district's expenses. For that reason, the district Board of Education cannot be expected to be responsible for any injuries that may occur as a result of our organization's use of **Tolles Career & Technical Center**. Therefore, _____, indemnify and hold harmless **Tolles Career & Technical Center** and its employees/agents against any and all claims and liabilities arising from the actions or omissions of _____ or its employees/agents. **Tolles Career & Technical Center** will defend, indemnify and hold harmless _____ and its employees/agents against any and all claims and liabilities arising from the actions or omissions of _____ or its employees/agents, arising out of our use of **Tolles Career & Technical Center**.

Authorized Signature

Date

REGULATIONS GOVERNING THE USE OF TOLLES CAREER & TECHNICAL CENTER DISTRICT FACILITIES

It is the responsibility of the group sponsoring the activity to see that the participants, spectators, guests, etc., adhere to the following regulations:

1. Applicant agrees to submit a non refundable deposit equal to ten percent (10%) of building usage.
2. Applicant agrees to abide by the State and Local Code of Laws, using the building and grounds, and to prohibit any unbecoming conduct within the building and/or on the grounds.
3. Applicant agrees to be responsible to the Board of Education for the proper use and care of building and grounds, and further agrees that the character of entertainment or activity will conform to that stated in the application.
4. The building will not be opened until adequate adult supervision is present. Adequate supervision will be determined prior to the issuance of permission for use of school facilities. Children not accompanied by parents or other adult supervision will not be permitted in the building. Responsible adult supervision must remain with all children until they have been picked up for their return to their home school or home school district.
5. The organization or individual using the building or grounds shall assume all liability to spectators and to the Board of Education for said use, and will pay for any damage incurred to people or property. This includes the cost of removing markings, decorations, cleaning carpet, or any other restoration which must be made to the facility after the completion of said damage.
6. Consumption of alcoholic beverages or use of illegal drugs or illegal substance is strictly prohibited on District property.
7. Tolles Career & Technical Center is a non-smoking campus. Use of tobacco products on District property is not permitted.
8. Nails or screws will not be used for fastening decorations, or in any manner which might alter the aesthetics to the present facility. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of Tolles Career & Technical Center. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

9. The building will be cleaned and rearranged for school use next school day, or within 24 hours, whichever is the lesser. A charge will be made for non compliance, unless a custodian is scheduled for this responsibility.
10. Additional regulations governing the use of the building or property may be made by the administrator in charge, subject to the approval of the Superintendent.
11. The individual or group using the buildings and facilities may forfeit the privilege of further occupancy if any of the above rules are violated.
12. Buildings will not be used on days schools are closed for specific holidays, calamity days, and emergency closings. All deposits will be fully refunded less any cost associated with outside catering.
13. Public safety and security personnel may be employed by the District for the event. The applicant will reimburse the District for such services.
14. Charges for District personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, etc.) whenever extra pay for District employees is required as a result of the use.
15. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
16. A District custodian shall be on duty whenever a facility is being used except as exempted by the director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
17. Corridors, exits and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways or aisle ways.
18. The District will not be responsible for any loss of valuables or personal property.

The above rules and regulations have been read, and it is understood that any variance from these conditions will be the responsibility of the grantee, as designated below.

Name of Organization _____

Responsible Representative Signature

Date

**Tolles Career & Technical Center
Building Use Fees and Charges
For Non-Profit Groups and Organizations**

Effective November 8, 2007

ITEM	COST
<i>ROOMS AND FACILITIES:</i>	
Classroom: Up to 25 capacity	\$ 40.00 per day
Large Rooms: Up to 80 capacity	\$ 75.00 per day
Auditorium: full (up to 700 capacity)	\$ 280.00 per day
Auditorium: one-half (up to 300 capacity)	\$ 155.00 per day
Auditorium: one-fourth (up to 150 capacity)	\$ 85.00 per day
Hallway Concourse (if used)	\$ 105.00 per day
Commons	\$ 105.00 per day
*Computer Lab	\$ 205.00 per day
*Computer Lab Instructor (required)	\$ 40.00 per hour
Activity Center (Room 324)	\$ 50.00 per day
<i>PERSONNEL SERVICES:</i>	
Building Administrator/Supervisor	\$ 40.00 per hour
Security Personnel	\$ 40.00 per hour
Custodial Services (for set up, clean up, etc.)	\$ 25.00 per hour
Computer Technician	\$ 40.00 per hour
<i>CATERING SERVICES:</i>	
Full Hot Beverage Service (regular coffee, decaf, tea)	\$ 1.00 per person
Coffee Only Beverage Service	\$.50 per person
Cold Beverage Service	\$ 1.00 per person
Other Food Services	To be determined
<i>MISCELLANEOUS CHARGES:</i>	
Table rental (only charged if group is sub-letting)	\$.25 per table
Photocopying (when available)	\$.10 per copy
Fax Transmissions	\$ 1.00 per page
Audio-Visual Equipment	To be determined
Audio-Visual Services (when available)	To be determined
Carpet shampooing due to damage	\$ 40.00 per hour
Auditorium: Sound: single microphone on stage	No charge
Auditorium: Sound: extra mics, special sound	To be determined
Computer Projector (each, when available)	To be determined
Overhead projector / projector screens	No charge

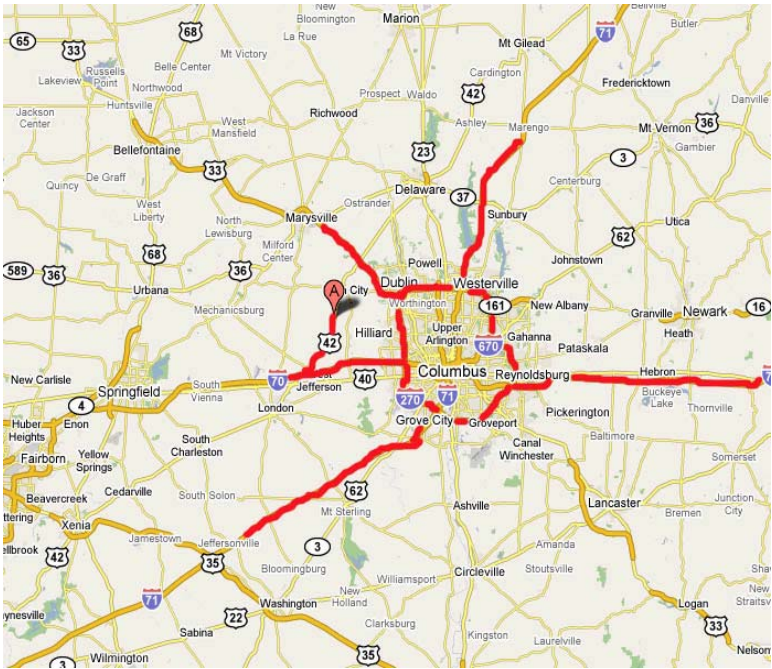
****Computer lab Instructor must be used with a computer lab.***

NOTES:

1. Building Administrator / Supervisor required at all times when groups are in the Building
2. Groups are not permitted to bring food or beverages into the Building
3. All sound requirements for the Auditorium must be set at least two weeks in advance
4. Final counts for food are due **six (6) business** days prior to event

Prices subject to change without notice

There will be a 5% charge on total catering invoice for administration fees



Directions to Tolles Career & Technical Center

From the west: I-70 E, Take the US-42 exit, EXIT 79, toward PLAIN CITY. Turn LEFT onto US-42 N for 8.5 miles. Tolles is on the right.

From the north: I-270 W toward INDIANAPOLIS, merge onto US-33 W/OH-161 W via EXIT 17B toward MARYSVILLE for 2.7 miles, Take the OH-161/POST RD exit toward PLAIN CITY, Turn LEFT onto OH-161/POST RD. Continue to follow OH-161 for 5.5 miles, Turn LEFT onto S JEFFERSON AVE/US-42. Continue to follow US-42 for 3.8 miles. Tolles is on the left.

From the east: I-70 W, Take the US-42 exit, EXIT 79, toward PLAIN CITY. Turn RIGHT onto US-42 N for 8.5 miles. Tolles is on the right.

From the south: I-270 W toward INDIANAPOLIS, Merge onto I-70 W via EXIT 8 toward INDIANAPOLIS for 8.3 miles, Take the OH-142 exit, EXIT 85, toward W JEFFERSON/PLAIN CITY, Turn RIGHT onto PLAIN CITY GEORGESVILLE RD for 5 miles, Turn LEFT onto PRICE-HILLIARDS ROAD for 1 mile, Turn RIGHT onto US HIGHWAY 42. Tolles is ½ mile north of PRICE-HILLIARDS RD on right.

