

**BUILDING RENTAL AGREEMENT**

**TIFFIN CITY SCHOOLS  
244 SOUTH MONROE STREET  
TIFFIN, OH 44883**

Date \_\_\_\_\_

This is to confirm the date(s) \_\_\_\_\_

for use of \_\_\_\_\_

by \_\_\_\_\_  
Name of Organization

from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. This reservation was  
made by \_\_\_\_\_  
Name and address of organization officer

The charge for use of this facility will be:

Rental (payable to Tiffin City Board of Education) \_\_\_\_\_

Service Charge (payable to Tiffin City Board of Education) \_\_\_\_\_

\_\_\_\_\_  
Signature of Renting Official

\_\_\_\_\_  
Signature of Building Principal

If concession stand is used, member in charge  
See enclosed Concession Stand Policy.

\_\_\_\_\_  
Signature of Member In Charge

**THE FOLLOWING PROVISIONS ARE A PART OF THIS CONTRACT:**

In order to prevent damage to the finish of walls, floors, or woodwork, the leasing organization is requested not to attach objects to walls or floors by use of Scotch tape, nails, or thumbtacks.

All safety and fire code regulations must be observed, including smoking restrictions, keeping aisles and exits clear of obstructions, etc.

A complete schedule of rental and service charges is available upon request from the building principal.

The renting organization shall assume the entire responsibility for any and all damages incurred to this facility during the time limits specified by this contract.

Sign and return:

**Rental Agreement  
Hold Harmless Form  
Payment (Payable to the Tiffin City Board of Education)**