



**WARREN COUNTY CAREER CENTER**  
**INDEMNIFICATION AND HOLD HARMLESS CLAUSE**  
**(For An Organization's / Individual's Use of School Facilities and Services)**

For and in consideration of the use of Warren County Career Center's (WCCC) School Facilities and Services, \_\_\_\_\_ agrees to indemnify, pay, defend, and hold harmless WCCC, its Board of Education, officers, agents, employees, representatives, and their agents and employees from and against any and all damages, injuries, claims, suits, losses, liabilities, fines, demands, assessments, or costs of any kind or nature whatsoever, including, but not limited to, attorney's fees relating to or arising out of the organization's/individual's use of school facilities and services. The organization's/individual's indemnification and hold harmless hereunder shall include payment of Warren County Career Center's attorney's fees and any other costs incurred by WCCC to enforce this indemnification.

**Groups must present to the district Certificates of Insurance verifying:**

1. Property coverage in an amount not less than \$1,000,000, covering damage to the facilities.
2. Liability coverage in an amount not less than \$1,000,000, covering participants, and errors/omissions of members of said group.
3. The board reserves the right to require, if it should deem necessary, that groups using the building post a cash bond to cover any damages that might be done to any property, equipment or grounds.

The organization/individual shall be responsible for and liable for all acts and omissions of organization's members/individuals in connection with the organization's/individual's usage of school facilities and services on \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature/Requestor                      Date

I agree to the following regulations:

1. Use of alcoholic beverages is strictly prohibited.
2. Food and drinks are not permitted in the mini theatre and computer labs.
3. All persons on District grounds are expected to abide by applicable laws, local ordinances, board policies, and building regulations. \*Board Policy **(KGB)**
4. Please notify your members and guests that the Warren County Career Center is a non-smoking facility and campus. \*Board policy **(KGC)** prohibits smoking in all district-owned, leased or contracted buildings and vehicles. We appreciate your support and cooperation.
5. All decorations and movement of school furniture must have prior approval of the Director of Adult Education or Director of Secondary Education.
6. The renter or group using the building shall agree to restore to original condition, repair or replace any school property damaged, destroyed or missing. The Board of Education shall be the final judge of the adequacy of any such repair or restoration.
7. The school facilities are not available on days when the schools are closed due to inclement weather conditions.
8. Designated user is prohibited from subletting facility to other user groups.
9. Any group utilizing any facilities longer than the hours scheduled will be assessed an additional charge.
10. Any group contracted to use a facility must express all needs up front on Facility Use Request. WCCC must be notified 48 hours in advance of any additions or changes.
11. A minimum of 24 hour notice shall be given for cancellation initiated by the user.
12. A check, payable to Warren County Career Center for the rental fee shall be forwarded upon receipt of invoice.

**Special Note:**

- **A copier and/or copier service is not available for use unless contracted for fees (10 cents/copy).**

\_\_\_\_\_  
Signature/Requester                      Date

\_\_\_\_\_  
WCCC Representative                      Date

\*Warren County Career Center Board Policy is posted on our website at [www.mywccc.org](http://www.mywccc.org).

Please refer to the following board policies for facility use. KG – Community Use of School Facilities, KGB – Public Conduct on District Property, and KGC – Smoking on District Property

# WARREN COUNTY CAREER CENTER FACILITY RENTAL RATE STRUCTURE

**The administration of the Warren County Career Center reserves the right to allow use of school facilities and services when space is available and when the use is considered to be appropriate, and to assign the appropriate Level 1, 2, or 3 at their discretion.**

**THE FEES ARE FOR ALL LOCATIONS: Main Campus, TEC Building, South Campus and the Airport**

**LEVEL 1:** WCCC Staff (when purpose is in furtherance of educational goals of WCCC), approved WCCC student organizations, school district groups, and other groups specifically approved by the facility administrators. These activities directly support school programs and are sanctioned by the Warren County Vocational School District (WCVSD) Board of Education and the facility administration. Examples: SkillsUSA, BPA. Exceptions will be determined by the Superintendent or designee.

**LEVEL 2:** Community based organizations and non-profit organizations within the WCVSD, and other groups specifically approved by the facility administrators. Members of the WCVSD will be given consideration for use of facilities after Level 1 requests have been processed based on available space and time. Examples: Rotary, Kiwanis, Chamber of Commerce, scouts, 4-H Club. Exceptions will be determined by the Superintendent or designee.

**LEVEL 3:** Business and industry, colleges and universities, meetings of political subdivisions/governmental entities, WCCC Staff (when the purpose is not in furtherance of educational goals), and other groups specifically approved by the facility administrators. Examples: dance groups, homeowners' meetings, political groups, action committees. Exceptions will be determined by the Superintendent or designee.

ROOM FEES:	ROOM	LEVEL 1	LEVEL 2	LEVEL 3
	<b>CLASSROOMS</b>	NO CHARGE	\$25 up to 4 hours	\$50 up to 4 hours
	<b>COMPUTER LABS</b>	NO CHARGE	\$65 up to 4 hours	\$300 up to 4 hours
	<b>CONFERENCE ROOMS</b>	NO CHARGE	\$25 up to 4 hours	\$60 up to 4 hours
	<b>CENTURYLINK ROOM/MainCampus</b>	NO CHARGE	\$25 up to 4 hours	\$60 up to 4 hours
	<b>COMMONS/MainCampus with stage. Maximum capacity = 600 w/chairs only or 300 w/tables. NOTE: Technology assistance is required.</b>	NO CHARGE	\$125 up to 4 hours	\$200 up to 4 hours
	<b>MEDIA CENTER/MainCampus</b>	NO CHARGE	\$25 up to 4 hours	\$150 up to 4 hours
	<b>MINI THEATRE/MainCampus (70 Seats)</b>	NO CHARGE	\$50 up to 4 hours	\$150 up to 4 hours

**Fixed price for 1 to 4 hours cost will not be prorated. Over 4 hours will be charged the additional 1-4 hour rate.**

**ADDITIONAL FEES:**

- Technology assistance with set-up and meeting support (i.e. video conferencing (H.323), network support, point to point IP activity) \$40 per hour. After 4:00 p.m. there is a 2 hour minimum.
- Saturday technology assistance rates will be determined by the WCCC Administration and Technology Specialist.
- Room tear down and set-up is \$35 if the standard set-up must be changed. *If the standard set-up is changed without prior notice* a \$40.00 fee will be added to the rental fee. If attendance is over 100 an additional \$40 fee will be charged.
- Commons: Maximum capacity = 600 w/chairs only; maximum capacity = 300 w/50 tables. Set-up and tear down is \$80.00 if the standard set-up must be changed.
- A \$40.00 per hour fee will be added to the rental fee for clean-up with attendance over 100 people.
- Normal building support services during normal working hours is included, off hours cost is \$40 per hour with a 3 hour minimum.
- If you are interested in using the Warren County Career Center's Culinary Arts Program please call (513) 932-5677 ext. 5293. Unless you are using Warren County Career Center's Culinary Arts Program, food arrangements must be made with SODEXO.
- SODEXO is the Warren County Career Center's facility provider for food service and has the first right of refusal for all events at the Warren County Career Center. Please call (937) 430-8962 for information.
- If Warren County Career Center's Culinary Arts Program and SODEXO are unable to provide your food service the WCCC Administration must be notified and approve any outside food service provider for your event. Please call (513) 932-8145 ext. 5297.
- Copier fees apply at 10 cents per copy. Please plan to bring ample copies for your meeting.

\_\_\_\_\_  
Signature/Requester                      Date

\_\_\_\_\_  
WCCC Representative                      Date