

LOCKLAND SCHOOL DISTRICT

210 N. COOPER AVENUE • LOCKLAND, OH 45215 • TEL: 513.563.5000 • FAX: 513.563.9611

APPLICATION TO USE SCHOOL FACILITIES

Group Name

Contact Person

Street Address

City, State, Zip

()

Telephone

☐ Non-Profit Organization ☐ For Profit Organization

Please list information about your group and the reason for your request of facilities.

Has your organization used our facilities before? ☐ Yes ☐ No If so, describe this usage and date used below.

The undersigned hereby makes application for use of the _____ area at the _____ building for the purpose of _____ on the following date(s): _____ Starting time: _____ Ending Time: _____

In the event the undersigned individual/organization fails to abide by all the rules in the Use of Facilities Policy, this agreement shall be cancelled, immediately extinguishing any right of the undersigned to use the facilities.

The Board of Education may require lessee to provide and maintain liability insurance in the following minimum amounts; \$25,000 property damage and \$1,000,000 bodily injury.

I have read the USE OF SCHOOL FACILITIES policy and the attached list of Guidelines and agree to abide by them. I understand all the liability, rules, and responsibilities herein and agree to indemnify and HOLD HARMLESS the Lockland City Board of Education and their agents from all liability, claims, demands, damages, judgments or costs for, or arising out of the usage of the facility as outlined in this application.

The rental fee and the custodial/cafeteria fee will be paid prior to using the facility.

Signature of Authorized Representative

Date

APPLICATION TO USE SCHOOL FACILITIES - 2

GROUP CLASSIFICATION

☐ Group 1

☐ Group 2

FACILITY TO BE USED: _____

HOURS TO BE USED: _____

FEE: per hour / total: _____

Custodial Fees Required: \$30 x _____ HOURS = \$ _____

Total Due: \$ _____
(Prior to use of facility)

LIST THE LOCKLAND STUDENTS / RESIDENTS PARTICIPATING IN THE ACTIVITY:

☐ APPROVED ☐ DENIED

Reason denied _____

Superintendent / Board of Education Designee

Date

Total Fee Required

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APPLICATION TO USE SCHOOL FACILITIES - POLICY

The Lockland School District's Board of Education encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance; therefore, specific regulations have been established.

APPLICATION PROCESS

Application for use of ANY school facility MUST be submitted to the Superintendent prior to the date of intended use, by completing the prescribed APPLICATION TO USE SCHOOL FACILITIES form and agreeing to all the provisions therein. This application must be completed by everyone using the facilities, even if rental fees are waived.

CONDITIONS

The following conditions shall govern the use of school facilities;

1. No facility will be used for any fundraising activity unless the proceeds are for approved charitable, educational, character building or other community welfare purposes as determined by the Board of Education or its designee.
2. Any organization or group which is granted the use of any school facility must assume responsibility for the conduct of all persons involved in their activity while they are using the building or grounds and shall assume responsibility for any damage incurred to the facilities, grounds and /or equipment while in use by such organization. The determination of such loss, damage or destruction is the responsibility of the Board of Education or its designated representative.
3. Payment of rental fees for the use of any school facility shall be payable to the Treasurer PRIOR to the approved date of usage (see rental schedule). All other costs (custodial, cook, etc.) will be billed to the organization after the services have been used.
4. **POSITIVELY NO** smoking and/or alcoholic beverages.
5. If using gymnasium facility, suitable gym shoes must be worn on floors. No dancing events on gym floors.
6. "Areas" requested and hours of use must be strictly adhered to. No wandering permitted into other areas not approved in your agreement.
7. No group will, under any circumstances, tamper with any electrical or heating controls.
8. The procedure for use of the football stadium will be as contracted.
9. On week days when school is not in session (holidays, inclement weather, etc.) all non-student group activities scheduled for that date shall be cancelled.
10. The Board of Education or its designated representative reserves the right to revoke the permission previously granted for use of school facilities at their discretion.
11. Requests for facility usage for commercial or personal gain will be considered by the Board of Education.