

# BUILDING USE REQUEST

The Southwest Licking Local Board of Education has adopted a policy governing use of school facilities. Application for a permit to use school facilities by persons not officially connected with the school district should be completed and filed at least two weeks prior to the date for which the request is made.

PLEASE RETURN ALL COPIES OF THIS FORM TO THE APPROPRIATE BUILDING PRINCIPAL.  
A COPY OF THIS COMPLETED FORM WILL BE RETURNED TO YOU INDICATING APPROVAL OR DISAPPROVAL.

## WRITE PRESSING FIRMLY FOR GOOD COPIES

ORGANIZATION MAKING REQUEST: \_\_\_\_\_ BUILDING: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

TIMES: FROM \_\_\_\_\_ TO \_\_\_\_\_ NUMBER OF PEOPLE TO USE BUILDING: \_\_\_\_\_

DESCRIBE ACTIVITY FOR WHICH BUILDING REQUEST IS BEING MADE: \_\_\_\_\_

CHECK FACILITIES NEEDED: \_\_\_\_\_ AUDITORIUM; \_\_\_\_\_ GYMNASIUM; \_\_\_\_\_ MULTI-PURPOSE ROOM;  
\*KITCHEN: \_\_\_\_\_ \*SERVING; \_\_\_\_\_ \*FOR PREPARING; \_\_\_\_\_ \*FOR COOKING;  
CLASSROOM (LIST ROOM NOS.): \_\_\_\_\_

\*EQUIPMENT NEEDED: \_\_\_\_\_  
Use of kitchen equipment requires the presence of a food service employee for whose services the group will be charged.

### WAIVER OF LIABILITY CLAUSE

THE ORGANIZATION MAKING THIS REQUEST, AGREES TO INDEMNIFY AND HOLD HARMLESS THE SOUTHWEST LICKING LOCAL BOARD OF EDUCATION, THEIR AGENTS, AND EMPLOYEES FROM ALL LIABILITY, CLAIMS, DEMANDS, DAMAGE, OR COSTS, FOR, OR ARISING OUT OF USE OF THE FACILITIES INDICATED ABOVE BY THE ORGANIZATION MAKING THIS REQUEST, WHETHER IT IS CAUSED BY THE NEGLIGENCE OF THE ORGANIZATION MAKING THIS REQUEST OR THE SOUTHWEST LICKING LOCAL BOARD OF EDUCATION OR EITHER PARTY'S AGENTS OR EMPLOYEES, OR OTHERWISE.

I HAVE READ THE RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES (ON THE REVERSE SIDE OF THIS FORM) AND THE WAIVER OF LIABILITY CLAUSE ABOVE, AND ACKNOWLEDGE AND ACCEPT THESE RESPONSIBILITIES FOR THE BUILDING REQUEST.

SIGNATURE - PERSON RESPONSIBLE FOR REQUEST \_\_\_\_\_ TITLE OR RELATION TO ORGANIZATION \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

### BUILDING USE PERMIT

TO BE COMPLETED BY PRINCIPAL OF BUILDING REQUESTED AND FORWARDED TO DISTRICT OFFICE.)

CUSTODIANS ASSIGNED: \_\_\_\_\_

OVERTIME \_\_\_\_\_; REGULAR \_\_\_\_\_; REMARKS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF BUILDING PRINCIPAL: \_\_\_\_\_

- WHITE - DISTRICT OFFICE
- CANARY - BUILDING PRINCIPAL
- PINK - CUSTODIAN'S COPY
- GOLD - APPLICANT'S COPY

THIS WILL SERVE AS YOUR BILLING-

APPROVED \_\_\_\_\_ GROUP TO BE CHARGED: \$ \_\_\_\_\_

REJECTED \_\_\_\_\_

FOR SOUTHWEST LICKING SCHOOLS

## **RULES AND REGULATIONS TO BE FOLLOWED**

1. The sponsored activity shall be confined to the area allowed by this permit.
2. The area used for the activity shall be left in a clean and orderly condition. (The custodian will do the final cleaning.)
3. The organization sponsoring the activity will be required to pay for any damage done to school facilities.
4. Organizations shall not pay custodians directly. Custodians are reimbursed by the Board of Education.
5. An employee of the Board of education must be present at all times when school buildings are being used by school or non-school organizations.
6. The building will not be opened until adequate adult supervision is present.
7. No kitchen is to be opened to outside groups unless a lunchroom employee is in attendance during the period of such use. The outside organization will compensate the Board of Education the amount of wages for such lunchroom personnel.
8. There will be no drinking of intoxicating liquors or use of drugs in the buildings or on the premises.
9. There will be no smoking in any school building based on the Licking County Health Department ruling per Board established policy.
10. Any materials used to decorate the building shall be flame proof and approved by the Principal.

## **CHARGES FOR USE OF SCHOOL BUILDINGS**

Per hour (or part of an hour) charges:

Single Classroom	\$10.00	(plus \$2.00 for each additional classroom)
Multi Purpose Room/Cafeteria*	\$10.00	
Elementary Auditorium	\$ 8.00	
High School Auditorium	\$15.00	
High School Gymnasium	\$20.00	
Elementary/Middle School Gymnasium	\$15.00	

An additional heating charge may be assessed for use of facilities on Saturday, Sunday, and holidays.

For service performed outside custodian's normal working hours, \$40.00/hour will be charged in addition to the room rate charge for each custodian needed.

\*Cafeteria worker to supervise use of equipment, \$15.00/hour or overtime if applicable.

The above charges for school personnel and facilities may be adjusted by the Superintendent or his designee from rates listed for school groups engaged in direct school district support activities.