



SOUTHWEST LICKING LOCAL SCHOOL DISTRICT

USE OF FACILITIES FORM

Organization name: _____ Name of person: _____

Address: _____ Date: _____

Day(s) and Date(s) Requested: _____ Times: From _____ To _____

Facility Requested: _____ For the Purpose of: _____

Contact email: _____ Contact phone: _____

Groups	Description
Group #1	School Groups (curricular or co-curricular functions either related to the curriculum or directly sponsored by the Southwest Licking School District) (weight and fitness room for individual employees)
Group #2	School Affiliated Groups (community or school supported activities whose activities are student related and benefit the Southwest Licking School District) (youth league, scouts, PTO, 4H, Boosters, churches, service clubs) *certain areas will be charged regardless of day and time
Group #3	In-District Non-Profit Organization (must provide 501(C)(3))
Group #4	In-District Commercial Business, Out of-District Organizations or Individuals (travel teams, Ohio High School Athletics*any amount in excess of the Ohio high school budget will be waived)

*The organization I represent agrees to accept the responsibility for the preservation of order and all damages incurred by the group, to the premises, building or facilities. I also agree to indemnify and hold harmless the Southwest Licking Local Board of Education and its agents and employees from all liability, claims, demands, damages, or costs, arising out of this facility, whether it be caused by negligence of the group using the facility or by the Southwest Licking Local Board of Education or by either party's agents or employees.

Signature of Responsible Party Date

Approval of Athletic Director Date

Approval of Principal Date

Approval of Superintendent/Designee Date

Office Use Only

Approved Yes No Date of Approval or Denied: _____

If denied, reason: _____

Estimated charges: _____ **If charges exceed \$500, a deposit equal to one half of the total will be due at time of application

Facility	Group #1	Group #2	Group #3	Group #4
	School Groups (curricular and co-curricular activities)	School Affiliated Groups weeknights no charge (unless * item) weekend/non-school days fees below	In-District Non-Profit Organization (must provide 501(C)(3))	In-District Commercial and Out of District Organizations or Individuals
High School Gym*	<input type="checkbox"/> No charge	<input type="checkbox"/> \$6.25 hr	<input type="checkbox"/> \$62.50 hr	<input type="checkbox"/> \$125 hr
Middle School/HS Auxiliary Gym	<input type="checkbox"/> No charge	<input type="checkbox"/> \$5.00 hr	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100 hr
HS Auditorium*	<input type="checkbox"/> No charge	<input type="checkbox"/> \$7.50 hr	<input type="checkbox"/> \$75.00 hr	<input type="checkbox"/> \$150 hr
MS Auditorium	<input type="checkbox"/> No charge	<input type="checkbox"/> \$5.00 hr	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100 hr
Cafeteria	<input type="checkbox"/> No charge	<input type="checkbox"/> \$5.00 hr	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100 hr
Kitchen	<input type="checkbox"/> No charge	<input type="checkbox"/> \$3.75 hr	<input type="checkbox"/> \$37.50 hr	<input type="checkbox"/> \$75 hr
Football Stadium*	<input type="checkbox"/> No charge	<input type="checkbox"/> \$17.50 hr	<input type="checkbox"/> \$175.00 hr	<input type="checkbox"/> \$350 hr
Practice Fields	<input type="checkbox"/> No charge	<input type="checkbox"/> \$2.50 hr	<input type="checkbox"/> \$25.00 hr	<input type="checkbox"/> \$50 hr
Soccer Stadium	<input type="checkbox"/> No charge	<input type="checkbox"/> \$7.50 hr	<input type="checkbox"/> \$75.00 hr	<input type="checkbox"/> \$150 hr
Baseball/Softball Field	<input type="checkbox"/> No charge	<input type="checkbox"/> \$2.50 hr	<input type="checkbox"/> \$25.00 hr	<input type="checkbox"/> \$50 hr
Classroom/ Media Center	<input type="checkbox"/> No charge	<input type="checkbox"/> \$2.50 hr	<input type="checkbox"/> \$25.00 hr	<input type="checkbox"/> \$50 hr
Elementary Gym	<input type="checkbox"/> No charge	<input type="checkbox"/> \$3.75 hr	<input type="checkbox"/> \$37.50 hr	<input type="checkbox"/> \$75 hr
Tennis Courts	<input type="checkbox"/> No charge	<input type="checkbox"/> \$1.25 hr	<input type="checkbox"/> \$12.50 hr	<input type="checkbox"/> \$25 hr
Multipurpose Room	<input type="checkbox"/> No charge	<input type="checkbox"/> \$5.00 hr	<input type="checkbox"/> \$50.00 hr	<input type="checkbox"/> \$100 hr
Pavillion	<input type="checkbox"/> No charge	<input type="checkbox"/> \$1.25 hr	<input type="checkbox"/> \$12.50 hr	<input type="checkbox"/> \$25.00 hr
Custodian	<input type="checkbox"/> No charge	<input type="checkbox"/> \$10.00 hr per custodian	<input type="checkbox"/> \$20.00 hr per custodian	<input type="checkbox"/> \$40.00 hr per custodian
Food Service	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$30.00 hr per cook	<input type="checkbox"/> \$30.00 hr per cook
PA System and Support	<input type="checkbox"/> No charge	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr
Stadium Lights	<input type="checkbox"/> No charge	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr	<input type="checkbox"/> \$40.00 hr
Stadium Scoreboard	<input type="checkbox"/> No charge	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr	<input type="checkbox"/> \$30.00 hr
Risers	<input type="checkbox"/> No charge	<input type="checkbox"/> \$75.00 / event	<input type="checkbox"/> \$75.00 /event	<input type="checkbox"/> \$150 / event

*Custodial rates include opening the building and clean up after the event. Additional rates will be charged for snow removal if applicable. The District reserves the right to cancel any event due to inclement weather. Security may also be required depending on the size and type of event at the expense of the organization renting the facility. The Superintendent has the final discretion on all building use forms.

Rules and Regulations

1. The sponsored activity should be confined to the area approved by the building use permit.
2. The area used for the activity shall be left in a clean and orderly condition. (custodian will do the final cleaning)
3. The organization sponsoring the activity will be required to pay for any damages done to school premises.
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. There will be no drinking of intoxicating liquors, smoking or use of drugs in the buildings or on the premises.
8. Any materials used to decorate the building should be flame proof and previously approved by the principal.
9. All posted rules shall be followed.
10. Certain rooms may not be rented at any time. (i.e. art, family and consumer science and science)

The Board encourages community use of school premises. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden on personnel, or strain the limited funds allotted for building services and maintenance; therefore these specific regulations have been established.