

CLAYMONT CITY SCHOOLS

201 N. THIRD STREET

DENNISON, OH 44621

REQUEST TO USE SCHOOL FACILITIES

DATE _____

_____ COPY TO BUILDING PRINCIPAL

_____ COPY TO TREASURER

_____ COPY TO SUPERINTENDENT

_____ COPY TO ORGANIZATION

NAME OF ORGANIZATION: _____

BILLING ADDRESS: _____

DATE OF ACTIVITY: _____ TYPE OF ACTIVITY: _____ SIZE OF GROUP: _____

NAME OF PERSON IN CHARGE: _____ PHONE: _____

IF A YOUTH GROUP, NAME OF CHAPERONES: _____

BUILDING TO BE USED: _____ AREA TO BE USED: _____

| | | | |
|-------|-------------------|----------|-------------------------------|
| FEES: | BUILDING USAGE | \$ _____ | |
| | KITCHEN USAGE | \$ _____ | |
| | CUSTODIAN SERVICE | \$ _____ | (depends on custodian's wage) |
| | KITCHEN SERVICES | \$ _____ | (depends on cook's wage) |
| | TOTAL FEES | \$ _____ | |

*The organization using the facility will be billed following the activity for the amount of the building and/or kitchen usage fee and the actual costs of the custodian and/or cook.

Instructions for custodians and cooks: _____

Signature of Person Making Reservation

Signature of Building Principal

Person making reservation must also sign and date agreement on reverse side.

As a condition for being granted permission to use school facilities, the requesting organization/individual agrees to the following rules and regulations:

1. Smoking in any part of the building is prohibited, and intoxicants shall not be permitted on school premises.
2. School lunchroom equipment shall be available only under the supervision of school lunchroom employees, whose time will be charged to the organization.
3. No food, snacks, pop, etc. shall be consumed except in the lunchroom areas.
4. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection and observation. His/her services are not at the disposal of the sponsor unless so directed by the building principal.
5. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access or use of its facilities, and may require the user to provide a certificate of insurance.
6. The user of the facilities agrees to leave the areas used in clean and tidy condition.
7. No equipment shall be taken from the school premises.
8. The user agrees to make good promptly any loss or damage occurring during the use of the facilities.
9. Permission to bring equipment/materials into the facilities shall be obtained from the building principal. The Board assumes no responsibility for damage to property of others.
10. The use of school equipment must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. No item of equipment may be used except by a qualified operator.
11. The user agrees to provide proper chaperonage during the use of the facilities.

Signature of Person Making Reservation

Date