

Date of Application _____ Date(s) of Request Use _____

Person Responsible To Be Billed

Phone Number (Home) _____ (Work) _____

Area(s) _____

Equipment requested. Describe in detail (number of chairs, number and type of table, movie projector, PA system, etc.)

Describe set up required, if other than normal _____

How many people expected? ADULTS _____ CHILDREN _____

Amount Due \$ _____ Date Paid \$ _____

Custodian's Signature _____ Date _____

INSURANCE LIABILITY WAIVER

By signing this document, the individual or organization requesting to use the school building, property, or grounds agrees that the individual or organization will hold the school harmless and indemnify it against all claims against Western Local School District, its agents, officers and employees, arising out of the individual's or organization's use of the school building, property or grounds unless the claim is a result of the sole negligence of the School District. The individual's or organization's agreement to indemnify includes, but is not limited to, indemnification for personal injury, property damage to the school property, building or grounds and any attorneys fees expended in pursuing or defending such a claim.

By signing this document, the individual or organization requesting to use the school building, property or grounds agrees that the individual or organization will reimburse the Western Local School District, its agents, officers and employees for any damages caused by the individual's or organization's use of the school building, property or grounds.

Signature

Date

etc. may be loaned by the Superintendent or building principal under certain circumstances and conditions. These stipulations shall apply.

1. That the loan be made only to responsible adults who are exclusively interested in the promotion or direction of educational or recreational activities for students and/or community welfare.
2. That a loan form be provided including date of return and listing the property loaned with a classification of new, good, fair, or poor; and that the responsibility that he and his group will, in case of loss or damage, assume replacement costs as follows: (see Appendix for loan form).
 - If new: Full replacement cost.
 - If good: 75% replacement cost.
 - If fair: 50% replacement cost.
 - If poor: 25% replacement cost.

SECTION 2:14 - RENTAL FEES/USE OF SCHOOL FACILITIES

- A. All applications for the use of school facilities shall be made to the appropriate building principal at least two weeks prior to the date requested.
- B. No rentals or use of buildings shall be made which will interfere with the educational programs of the school.
- C. No charge will be made to school groups, PTO, Youth Groups, or any instrumentality of the Federal, State, or Local government unless such activity plans to use the building for money making projects for which payment of a custodian and cooks fees will be required.
- D. No school building will be open unless some person, generally a custodian or a regular employee responsible to the building Principal is present. If kitchen equipment is used, a cook must be on duty also. The custodian or employee responsible must fill out the Follow-Up Request to Use School Facilities after the rental is completed.
- E. Only residents, organizations located in the district, or parents/guardians of students enrolled in Western Local School District may rent the facilities.
- F. The gymnasium at Western High School may not be rented.
- G. The maximum number of hours a building may be used is five (5) hours.

- H. Seventy-five dollars (\$75) for three hours plus twenty dollars (\$20) for each additional hour. One hundred dollars (\$100) will be charged for a three hour rental for any money making event.
- I. The custodian and cook will be paid forty dollars (\$40) for a three-hour rental (payment includes 3 hours rental time and 1 hour clean-up). They will be paid an additional \$10 per hour for every hour over the three-hour rental.
- J. The Board of Education requires groups or individuals using school property to have liability insurance with the district named in the policy as an additional insured. In such instances, the Board shall receive a Certificate of Insurance from the group's insurance company plus a copy of the additional insured endorsement.
- K. It is expressly understood by any group using the school facilities that the Board of Education shall in no way be held responsible for any accidents or other liability occasioned by such occupancy.
- L. It is expressly understood that any group using school facilities will be liable and shall pay for any damages done to school property resulting from their occupancy. That the person requesting the building, his agent, or official representative be present during the entire session.
- M. Activities open to the public may require the organization to provide law enforcement personnel.
- N. No intoxicating beverages, tobacco products or mind-altering substances are permitted on school property.
- O. There will be no board-sponsored activities on Sunday and no organizations outside our district will be allowed use of our facilities for Sunday activities. Those organizations within our district may use school facilities on Sunday, except that the high school baseball facilities may only be used between the hours of 12:30 P.M. and 7:00 P.M. on Sunday.
- P. All programs are to be concluded by 11:30 p.m. and the building vacated by 11:45 p.m. unless approved by the Superintendent.
- Q. The fees will be billed to the organization by the treasurer of the Board of Education.
- R. The person signing this permit shall assume the responsibility for the conduct of all persons using the building.