

# Crestview Local School District School Facility Use Application Form

File: KG-E

Name of Organization \_\_\_\_\_ Date of Application \_\_\_\_\_  
 (Please Print)

Name of Applicant \_\_\_\_\_ Phone number \_\_\_\_\_  
 (Please Print)

Address of Applicant \_\_\_\_\_ City/ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (Please Print)

Date(s) Applied For \_\_\_\_\_ Times: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Purpose of Building Use \_\_\_\_\_

**Crestview Elementary or Middle School (please circle)**

\_\_\_\_\_ Gymnasium  
 \_\_\_\_\_ Cafeteria  
 \_\_\_\_\_ Kitchen  
 \_\_\_\_\_ Assembly Room  
 \_\_\_\_\_ Library  
 \_\_\_\_\_ Regular Classroom  
 \_\_\_\_\_ Other

**Crestview High School**

\_\_\_\_\_ Gymnasium  
 \_\_\_\_\_ Commons  
 \_\_\_\_\_ Kitchen  
 \_\_\_\_\_ Auditorium/Commons  
 \_\_\_\_\_ Library  
 \_\_\_\_\_ Regular Classroom  
 \_\_\_\_\_ Other

**SCHEDULE OF FEES:**

**Crestview Elementary-Middle School (Commercial)**

Gymnasium: \$100.00 (2 hr min) + custodial  
 (\$25.00 each additional hour)  
 Cafeteria: \$30.00 + custodial  
 Kitchen: \$40.00 + custodial + cafeteria  
 Regular Classroom: \$15.00 + custodial  
 Assembly Room: \$20.00 + custodial  
 Library: \$50.00 + custodial

**Crestview High School (Commercial)**

Gymnasium: \$200.00 (2 hr min) + custodial  
 (\$50.00 each additional hour)  
 Auditorium/Commons: \$150.00 (2 hr min) + custodial  
 (\$35.00 each additional hour)  
 (technical equipment may be additional)  
 Commons: \$50.00 + custodial  
 Kitchen: \$60.00 + custodial + cafeteria  
 Regular Classroom: \$15.00 + custodial  
 Library: \$75.00 + custodial  
 Other: \$20.00 + custodial

**Crestview Elementary-Middle School (Local)\***

Gymnasium: \$30.00 (2 hr min)  
 (\$7.50 each additional hr)  
 Cafeteria: \$30.00  
 Kitchen: \$40.00  
 Regular Classroom: \$15.00  
 Assembly Room: \$20.00  
 Library: \$50.00

**Crestview High School (Local)\***

Gymnasium: \$50.00 (2 hr min)  
 (\$12.50 each additional hr)  
 OHSAA: \$200.00/day + custodial  
 Commons: \$50.00  
 Kitchen: \$60.00  
 Auditorium/Commons: \$100.00  
 Regular Classroom: \$15.00  
 Library: \$75.00  
 Other: \$20.00

**\*Custodial: For Crestview School Group \$50 Flat Fee (beyond normal custodial hours)**

**\*Custodial: All others minimum of \$30 per hour or actual cost to district (beyond the normal working hours)**

Custodial:	Rate per hour <b>\$30.00</b> x number of hours _____	Total	\$ _____
Cafeteria:	Rate per hour <b>\$20.00</b> x number of hours _____	Total	\$ _____

Additional equipment needed/cost: \_\_\_\_\_

*Total rental payment is made in advance. You could be billed later for damages and/or additional hours. If cancellation occurs within 5 days of event, there will be no refund. If cancellation occurs more than 5 days before the event, there will be a refund less a \$25.00 service charge.*

Rental Rate: \_\_\_\_\_ Other: \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

This organization/individual agrees to indemnify and hold harmless the Crestview Local Board of Education and their agent(s) and employee(s) from all liability, claims, demands, damages, or costs, for, or arising out of this activity whether it be caused by the negligence of said-organization/individual or the Crestview Local Board of Education or either party's agent(s) or employee(s), or otherwise. Groups not school-related need to provide proof of liability insurance.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Building Principal \_\_\_\_\_ Date \_\_\_\_\_

Cc: Superintendent, Treasurer, Cafeteria, Custodial, ES, MS, HS

BLDGUSE/Board Approved 5-19-14

## **SCHOOL FACILITY USE FOR YOUTH ACTIVITIES**

1. Community youth teams (grades 3-6) wishing to schedule use of sport-appropriate facilities need to fill out "School Facility Use Application (KG-E) and School Facility Use for Youth Activities (KG-E-1) forms (obtain from BOE, Building Principal or AD) and return to Athletic Director. Applicants will be notified of approval by Athletic Director through contact information given. All applications must be approved by Athletic Director and building administrator before use of facilities in that building will be permitted.
2. Time slots will be limited to one (1), 2-hour session or two (2), 1-hour sessions per week. Indoor time slots are not available on days when school is not in session. Authorized school functions will take precedence, including rescheduled dates of activities that have been cancelled or moved. The facility may only be used during available time slots prior to 8:30 p.m. The use of school facilities will not be permitted at the same time as scheduled school events unless approved by the Athletic Director and Building Principal.

**\*Deadline for winter gym usage submissions will be November 1\*  
(Winter sports season runs October 31 to February 27)**

3. Use of the facility is free to school related groups if over 75% of the participants are from Crestview Local Schools. The use of the facility is only for the program participants. Groups using Crestview facilities are not permitted in other areas of the building or to use other facilities not pertaining to the building use agreement, including the locker rooms. Facilities are to be left in the condition in which they were found. Groups must supply their own equipment. Proper shoes are to be worn to protect the gym/facility floor. Moving and adjusting school equipment, securing lights and operation of technical equipment must be under the direction of school personnel.
4. The head coach or his/her designee will supervise the activity while the facility is being used to insure proper care and use of school property. If the designee is unable to supervise, the head coach must be notified ahead of time to make appropriate arrangements. A school employee must be present in the building when the school facilities are being rented or used.
5. The organization/individual agrees to indemnify and hold harmless the Crestview Local Board of Education and their agent(s) and employee(s) from all liability, claims, demands, damages, or costs for or arising out of this activity whether it be caused by negligence of said organization/individual or the Crestview Local Board of Education or either party's agent (s) or employee(s) otherwise.

**\* Groups not school-related need to provide proof of liability insurance\***

6. The section on page two must be completed and submitted along with the completion of "Building Use Application Form" Board Policy File: KG-E a minimum of ten (10) days prior to use of facility.

**SCHOOL FACILITY USE FOR YOUTH ACTIVITIES**

---

**Section A – Application (Completion of Crestview Local Board Policy File: KG-E “Building Use Application Form” is required and must accompany the KG-E-1 SCHOOL FACILITY USE FOR YOUTH ACTIVITIES form)**

---

Signature of School Employed Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Coach’s Designee: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Print or Type)

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring School Employee      Coach: \_\_\_\_\_

\*Contact Information:      Phone: \_\_\_\_\_

   Email: \_\_\_\_\_

Facility Being Requested: \_\_\_\_\_

Dates/Times Requested: \_\_\_\_\_ Time: \_\_\_\_\_

   Time: \_\_\_\_\_

---

**Section B – Approval (District Office Use Only-Required for use of facilities)**

---

Signature of Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

(Approved: December 16, 2002)

(Approved: December 19, 2011)

(Approved: February 20, 2012)

(Approved: May 19, 2014)

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

Although the basic purpose of public school facilities is to provide the youth of the community a sound educational program, the complete function of education is not achieved until the school facilities are made to serve the entire community. To accomplish this objective, when school facilities are not in use for school purposes, the Board shall, upon payment of the prescribed fee and subject to the requirements of applicable regulations, permit the use of school facilities for auxiliary, educational, recreational, cultural, civic, social, religious or other Board-approved purposes.

Any school within the District receiving Title I funding must offer the same facilities access to Boy Scouts as to other organizations.

[Adoption date: March 10, 1986]

[Re-adoption date: June 16, 1997]

[Re-adoption date: November 18, 2002]

[Re-adoption date: December 19, 2011]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Title VIII, Section 801  
ORC 3311.215  
3313.75; 3313.76; 3313.77; 3313.78; 3313.79  
4303.26

CROSS REFS.: KGB, Public Conduct on District Property  
KI, Public Solicitations in the Schools

COMMUNITY USE OF SCHOOL FACILITIES  
(Equal Access)

1. Organizations wishing to schedule use of school facilities should make arrangements with the principal of each respective building.
2. A fee will be charged for the use of facilities by organizations not directly associated with the Crestview Local Schools. These fees will be used to defray a portion of the heat, light, custodial and kitchen personnel. Payment should be made to the Treasurer, Crestview Local School District.
  - A. Total rental payment is made in advance.
  - B. You could be billed later for damages and/or additional hours.
  - C. If cancellation occurs within 5 days of the event, there will be no refund.
  - D. If cancellation occurs more than 5 days before the event, there will be a refund less a \$25.00 service charge.
3. Use of the building is free to school-related groups who use their revenue for support of the District.
4. There are two group classifications:
  - A. Local – Groups within the boundaries of the District;
  - B. Commercial – Groups outside the boundaries of the District.
5. A school employee must be present when school facilities are being rented or used.
6. Proper supervision must be provided by the organization to ensure proper care and use of school property.
7. No school employee is permitted to use or allow individuals or groups to use school facilities and equipment without permission of the building principal.
8. Any group using school facilities are not permitted in other areas of the building or to use other facilities not pertaining to the rental agreement. Facilities are to be left in the condition in which they were found.
9. Approved activities sponsored by nonschool organizations must be in keeping with the general program of education and must further the recreational, civic and cultural interests of the community.

10. Moving and adjusting school equipment, securing lights and operation of technical equipment must be under the direction of school personnel.
11. Out-of-school groups do not begin with their activities until school is dismissed in the afternoon and the students have left the building.
12. On days when school is closed because of snow or other calamity, all activities scheduled for that date are canceled or postponed.
13. This application is not transferable.
14. Fees are established by the Board and reviewed on an annual basis.

(Approval date: February 14, 1994)

(Re-approval date: June 16, 1997)

(Re-approval date: November 18, 2002)

(Re-approval date: December 19, 2011)