



Organization Name				Date	
Person in Charge				Phone	
Address					
City			State		
Day & Date(s) of Event					
Description of Event/Title					
Purpose of Event					
Building Needed					
Room(s) Needed					
Hours	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm		until	_____ <input type="checkbox"/> am _____ <input type="checkbox"/> pm	
Will Admission be Charged?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
List Specific Needs	none				

**INDEMNITY AND HOLD HARMLESS CLAUSE**

For and in consideration of the use by *(Name of Group)* \_\_\_\_\_ (indemnitor) of the facilities and/or equipment of the Board of Education, Green Local Schools *(Name of Group)* \_\_\_\_\_ (indemnitor) hereby agrees to save indemnify and HOLD HARMLESS the Green Local Schools and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorneys fees, expenses or costs for, or arising out of (Describe use and building/facility to be used) \_\_\_\_\_ on (Date(s) of Use) \_\_\_\_\_ caused by the negligence of its agents or representatives or employees.

**BLOODBORNE PATHOGENS POLICY**

As the person responsible for *(Name of Group)* \_\_\_\_\_ I am aware of and have reviewed the Exposure Control Plan for Bloodborne Pathogens for Green Local Schools. A copy of the plan is available in each principal's office, in the central office and online. I agree to be the person responsible to assure that any injuries or occurrences involving blood or Bloodborne pathogens will be handled in accordance with this policy.



# Green Local Schools Facility Use Contract

## GENERAL RESPONSIBILITIES

Additionally, that said second party is responsible for the following conditions and requirements for use of the Green Local facilities.

1. A district custodian will be present to unlock and lock facilities and to clean up after the event.
2. The second party is not to be in any storage areas of the facilities.
3. The facility is to be cleaned after each use.
4. Supervision of guests attending activities at the facility is the responsibility of the second party.
5. The facility is only to be used during the schedule submitted and approved by the board office. This schedule is to be submitted before usage of the facility.
6. Food and liquid beverages are prohibited in the gym or bleacher area.

## FEES

Green Local Board Policy requires the facility use fee be paid **prior** the event stated in the agreement. Payment of fees is payable to the Green Local School District and given to the school treasurer. Once payment is made the event will be secured and the custodian assigned.

Fee Schedule	
<b>Custodial Services</b> * Required	<b>\$15/hour</b> *Custodian will be at the facility 30 minutes prior to the event to open and 30 minutes after for cleanup and closure.

## APPROVAL

Building Principal	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment/Initial:
Maintenance Supervisor	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment/Initial:
Superintendent	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment/Initial:

## SIGNATURES

I understand the regulations governing the use of school facilities, have completed the “Indemnity and Hold Harmless Clause” and the “Bloodborne Pathogens Policy” on this form, and hereby agree to all terms and conditions. Failure to follow any of the above rules will require the party of the second part to stop using said facility, return the key that was issued, and pay any and all damages to the facility.

\_\_\_\_\_  
*Representative of Green Local Board of Education*

\_\_\_\_\_  
*Signature of Second Party*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*