

# EASTERN LOCAL SCHOOLS FACILITY USE REQUEST FORM

Date of Application \_\_\_\_\_ Date Building is needed \_\_\_\_\_  
 Building and Number of Rooms Needed \_\_\_\_\_  
 Name of Group or Individual Using Building \_\_\_\_\_  
 Person Who will be Responsible for Building \_\_\_\_\_  
 Address & Phone Number of Person Responsible \_\_\_\_\_  
 Hours that Building is needed \_\_\_\_\_  
 Briefly Describe the Activity that Will Take Place \_\_\_\_\_

**THE FOLLOWING POLICIES WILL BE IN FORCE WHILE BUILDING IS IN USE:**

1. *No alcoholic beverages will be allowed on any school's premises in the Eastern District, nor will anyone obviously intoxicated be allowed to remain on the premises. All school buildings in Eastern District are TOBACCO FREE. There is to be no tobacco use inside the building at any time. Any group desiring the use of the building will be advised of this and will be held responsible for policing itself in this regard.*
2. If the kitchen facilities are used in any building, a full-time or sub-cook of Eastern District must be present during use. Arrangements with said cook shall be made by the building principal, utilizing full time personnel first. Pay for cook must be paid at the hourly rate listed below. A time sheet will be submitted by the cook. The organization will be billed by the board of education who will pay the employee.
3. The building principal will arrange for a custodian to be present. The custodian will submit a time sheet indicating the hours worked for the renting organization. The organization will be billed by the board of education who will pay the employee.
4. Activities directly related to school, sponsored by school are exempt from any fees.
5. When school facilities are to be used for a dance, there will be a \$100.00 deposit required of the sponsoring group before approval is given. If the gym floor must be re-waxed, the cost of work will be taken from the deposit.
6. Lost or damaged school property shall be replaced by the sponsoring group or individual.
7. Any undue and abusive wear and tear on the facilities will result in additional billing by the Eastern Local School Board.
8. All dates and items for use of the building must be cleared through the building principal prior to presentation to the Board.
9. All checks for use of the building should be made to Eastern Local School District and given to the building principal.
10. FEES FOR USE OF THE BUILDING ARE AS FOLLOW:
 

a. Cafeteria	\$25.00 per hour	d. Kitchen only	\$15.00 per hour
b. Classroom	\$15.00 per hour per room	e. Janitors fees	\$10.00 per hour
c. Gymnasium	\$35.00 per hour	f. Cooks	\$10.00 per hour
11. The application must be filled out in duplicate and signed by both the sponsor in charge and the building principal before the application is approved. One copy is kept by the principal and the other copy by the applicant.
12. During any dance a Brown County Deputy or local law enforcement officer is required to be present. Officer is to be paid by the sponsoring group. Scheduling officer is responsibility of the sponsoring group.
13. Outside groups shall afford school personnel due respect and courtesy at all times when using school facilities. School personnel shall have free access to materials in the building as needed.
14. The Board of Education reserves the right to accept or reject any building use request. Eastern District community groups shall be given preference over out-of-district groups.
15. Attach certificate of insurance.
16. All groups complete reverse side.

\_\_\_\_\_  
Signature of Person Making Application

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

\*This building use policy is implemented as of September 4, 1987, as is required by state law, Senate Bill 170. Revised 3/3/04

WAIVER OF BUILDING USE FEES REQUESTED      YES \_\_\_\_\_ NO \_\_\_\_\_

NOTE: Fees for janitors and cooks will NOT be waived.

EASTERN LOCAL SCHOOL DISTRICT  
11479 US HWY 62  
WINCHESTER, OH 45697

**AGREEMENT FOR USE OF  
EASTERN LOCAL SCHOOL DISTRICT  
BUILDINGS AND/OR GROUNDS**

DATE: \_\_\_\_\_

\_\_\_\_\_ (Indemnitor) agrees to indemnify and HOLD HARMLESS  
The Eastern Local Board of Education and their agents, and employees from all liability, claims, demands,  
damages, or costs for, or arising out of \_\_\_\_\_  
(subject of indemnity) whether it be caused by the negligence of the indemnitor or Eastern Local Board of  
Education or either party's agents or employees, or otherwise.

\_\_\_\_\_  
Organization or Individual

\_\_\_\_\_  
Individual signing for organization

Copy of certificate of insurance attached.      Yes \_\_\_\_\_      No \_\_\_\_\_

Principal's signature \_\_\_\_\_