

SPRINGBORO COMMUNITY CITY SCHOOLS USE OF SCHOOL FACILITIES APPLICATION

Date of Application: _____

(This section to be completed by Applicant)

Group Name: _____

Purpose of Building/Equipment Use: _____

Building Desired: _____

Rooms/Grounds/Equipment Requested: _____

Date(s) of Use: _____ Time(s) of Use: _____

_____ From _____ to _____

_____ From _____ to _____

I certify that I am an active member of the group for which I request the reservation, that I have received and read Board of Education Policy 7510 governing use of the building, and that I, personally, will be present and responsible for observance of the rules. I agree that all fees will be paid to the Springboro Community City Schools and that I, as representative of said organization, am personally responsible in seeing that this privilege is not abused. On behalf of the group named above, I agree to notify all users that when using these facilities, they **indemnify and hold harmless the Board and its agents and employees from all liability, claims, demands, damages, or costs for or arising out of the use of facilities whether it be caused by negligence or indemnifier or the Board, or either party's agents or employees or otherwise.**

Signature of Person Responsible: _____

Address: _____

Telephone: _____ Date: _____

(This section to be completed by Principal)

Above Request is: _____ Approved _____ Denied _____

Staff Needed: CUSTODIAL _____ Yes _____ No FOOD SERVICE _____ Yes _____ No

CONCESSIONS Needed: _____ Yes _____ No TECHNICAL SUPPORT _____ Yes _____ No

Schedule of Charges: (Estimate) (Actual)

Custodial Fees	_____	_____
Food Service Fees	_____	_____
Technical Support Fees	_____	_____
Building Use Fees	_____	_____

Comments/Special Conditions: _____

Signature of Principal: _____ Date: _____

PLEASE NOTE:

- (1) In case school is closed due to inclement weather or emergency, all approved building uses are cancelled.
- (2) All bills for fees, custodial charges, cafeteria charges, etc., will be mailed to the person making the request, unless otherwise noted.
- (3) The authority and responsibility for approval of building use applications have been delegated to the principal of the building for which the request is being made.
- (4) The principal shall forward copies of this form to custodial, food service, and technical support employees as necessary.

Copies to: **Building** **Treasurer** **Superintendent** **Applicant**