

APPLICATION FOR USE OF SCHOOL DISTRICT FACILITIES

McComb Local Schools 328 S. Todd St. McComb, OH 45858 Phone: 419-293-3979 FAX:419-293-2412

Today's Date: _____ Date of Event: _____ (If multiple dates are needed, use back side to list.)

Time You Want to Enter Facility: _____ Time You Expect to Leave Facility: _____

Doors open at: _____ a.m. p.m. Doors Closed at: _____ a.m. p.m.

Actual time of Event: _____

Please Give a Brief Description of Purpose for This Event: _____

SPECIFIC NEEDS REQUESTED FOR THIS EVENT

Building Requested _____ Room(s) Requested: _____

Outside Doors to be unlocked (circle all doors to be unlocked) Door #1 Door #2 Door #3 Door #4 Door #5 Door #6 Door #7 Door #9

Inside glass doors

Inside cafeteria door

Times doors/Furnace/ Air Condition to be on _____ am pm TO _____ am pm

Equipment / Supplies / Furniture / Elevator Needed _____

Any Services Required Before/ During/ After Event _____

PERSON(S) RESPONSIBLE FOR THIS EVENT / CONTACT PERSON

Organization or Group Requesting Use _____

Name of applicant: _____ Phone # : (H) _____ (W) _____

Address: _____

I (undersigned) agree to indemnify and hold harmless the McComb Board of Education, their agents and employees from all liability, claims, demands, damages, or costs for and/or arising out of the use of their facilities as described herein, whether it be caused by the negligence of the indemnitee or the McComb Board of Education or either party's agents/employees or otherwise. The undersigned is responsible for any keys obtained in this usage and for building security associated with this event. Furthermore, I understand and accept the criteria established for the use of this building, the fees and charges associated with this use and the rules and regulations established for the proper care and return of the facility.

Signature of Applicant: _____ Date: _____

REGULATIONS FOR FACILITY CHARGES

All groups will be required to leave a deposit which will be returned after the activity date if the facility is in the same condition as before used. **Current school affiliated groups** are exempt from rental fees. If an activity is held during regular working hours and no additional changes or personnel are required, there is no charge for using the facility. **District resident non school affiliated groups** will be charged a nominal usage fee to cover utility and equipment costs and/or any personnel costs if needed. **All non District residents** will be charged a usage fee and any fees for personnel costs as needed. (See back for schedule of fees) Costs of services required will be billed according to the adopted salary schedule of the employee. I.e.: custodians, cooks, servers. Meal charges can be obtained from the cafeteria manager.

Athletic Director's Signature _____ Date _____

Student Activity Advisor's Signature _____ Date _____

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____

Application Request Accepted _____

Application Request Denied _____

Copy To: Applicant ___ Supt. ___ Principal ___ Athletic Dir. ___ Advisor ___ Custodian ___ Kitchen ___ Teacher ___

** A list of fees and deposits along with further directions may be found on the back side of this form.

RULES / REGULATIONS FOR USE OF FACILITIES

The McComb Local Schools allow for use of their facilities under the direction of Board Policy 7510 and the administrative guidelines contained on this two sided sheet. Applications may be obtained from the Superintendent's and any Principal's. It is the duty of the individual signing the agreement to be responsible for the facility use. Any misuse of privileges or abuse of the buildings will void the permit for future use. Care should be taken with all property. Any damages will be repaired and a charge will be made to the individual or party using the facility at that time. A cook will be required whenever the kitchen is used. While school activities are a priority, consideration will be granted to groups who have planned ahead and are prepared to use the facility in advance. The McComb School District administration reserve the right to adjust the facility usage and fee structure to meet need and circumstance. The required fee and deposit will be applied to each activity date as described in this application. Ongoing activities may be subject to additional deposits as the initial deposit is used up. There will be no smoking or use of alcoholic beverages at McComb School grounds or facilities.

SCHEDULE OF DEPOSITS AND FEES

The deposits and fees listed below are for facility use only. These do not reflect additional personnel costs related to supervision or operation of facilities or equipment.

<u>FACILITY</u>	<u>SCHOOL RELATED GROUP</u>		<u>RESIDENT GROUP BUT NON SCHOOL RELATED</u>		<u>NON RESIDENT GROUP</u>	
	<u>DEPOSIT</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>FEE</u>	<u>DEPOSIT</u>	<u>FEE</u>
Cafeteria(s) Only	\$50	-0-	\$100	\$100	\$100	\$250
Kitchen Only	\$50	-0-	\$100	\$100	Not Available	
Cafeteria and Kitchen	\$75	-0-	\$150	\$150	\$150	\$300
Gymnasium(s)	\$50	-0-	\$100	\$ 10	\$100	\$125
H.S. Auditorium	\$50	-0-	\$100	\$ 25	\$100	\$150
Classroom	\$25	-0-	\$50	\$ 5	\$50	\$ 50

Estimated Amount of Charges for This Request: Deposit Required _____ Date Paid _____
 (Meal charges are NOT included in this estimate) Fees Charged _____ Date Paid _____
 Personnel Costs _____ Date Paid _____

Total Estimate _____

(Includes Refundable Deposit)

Additional date of events:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____