

**CRESTVIEW LOCAL SCHOOL DISTRICT
FACILITIES/PROPERTIES USE FORM
One Day/Date Per Form**

Name of Group _____ Todays Date _____

Activity _____ Number of Participants _____

Facility/Property Being Requested _____

Date of Use: _____ Time of Use: _____
(Include Set-up/Tear-down)

Time Cook Needed _____ Time Custodian Needed _____

*****In order to reduce building use costs, all outside groups are limited to one night per week, and two hours per scheduled event. If additional time is required, the group must specify in writing the reason for their request and receive advance approval. All outside groups requesting time beyond the building schedule policy may be billed at the normal building use fee. Submit request NO MORE than 3 months in advance.**

FEE SCHEDULE		REQUESTED ITEMS	
Building Use Fee	\$ 25.00 per hour ***	<input type="checkbox"/> Tables _____ (quantity)	
Service Organizations	\$ 15.00 per hour ***	<input type="checkbox"/> Chairs _____ (quantity)	
Cafeteria Personnel	\$ 9.50 per hour	<input type="checkbox"/> Podium	
Football Field Lighting	\$ 25.00 per day	<input type="checkbox"/> Microphone	
Cafeteria Supplies	\$ 25.00 dishwasher use	<input type="checkbox"/> Other Requested Items:	
(***)Additional charges may be applied for opening/closing building on Saturday or Sunday)		_____	

Print Name _____ Address _____

Phone # _____ Cell# _____ Email _____

Print Name _____ Address _____

Phone # _____ Cell# _____ Email _____

(The individual(s) signing this form, MUST be in the facility during requested time.)

For School Administration/Personnel Only

Request Approved _____ Date _____ Denied _____ Date _____

_____ You **will** be billed for this event according to the above mentioned fee schedule.

_____ You **will not** be billed for this event.

Authorized Personnel Signature _____

Superintendent's Signature _____

**CRESTVIEW LOCAL SCHOOL DISTRICT
RENTAL AGREEMENT/WAIVER OF CLAIMS**

The undersigned party has the use of a facility/property of Crestview Local School District and upon approval will agree to the following:

- A. Use of facility/property shall be undertaken by me at my sole risk, and I will indemnify, save, and hold harmless the Crestview Local School District and its employees, and said school district and its employees shall not be liable for any injuries, damages or losses to me or my guest(s), or be subject to any claim, demand, injury, or damages whatever including, without limitation, those damages resulting from acts of active or passive negligence on the part of Crestview Local School District or its employees, officers, or agents. I hereby release and discharge Crestview Local School District its successors and assigns, as well as its employees, officers, and agents, for all such claims, demands, injuries, damages, actions or cause of action.
- B. I will be responsible for all damage done to any permanent structure or any nonpermanent structure in or around the facility caused by any member of this party involved and will be completely responsible for making restitution and/or payment to return the structure or property to its original state.
- C. Payment for use of facility/property is to be made within thirty (30) days after billed. Make check payable to Crestview Local Schools and mail to 44100 Crestview Road, Suite A, Columbiana, Ohio 44408.
- D. I agree that the facility/property will not be used for any unlawful purpose.
- E. I will adhere strictly to the times established.
- F. I will cancel the activity if it interferes with any school sponsored function.
- G. I will use only the facility/property requested and approved. Stay within the area requested. NO MEMBER of the group is permitted in any classroom, library, teacher lunchroom, etc.
- H. I agree to properly supervise all members of the party involved.
- I. I will refrain from bringing unsupervised children to adult activities such as basketball and volleyball.
- J. I agree to provide a list of names and phone numbers of persons in the group to the building principal.
- K. I will adhere to any other regulation deemed necessary by the building principal/and or the superintendent.
- L. I understand that I will be responsible for a building use fee based on the fee schedule on the front of this application. This fee will cover the cost of opening the room(s), utilities, set-up/clean up and the cost of required maintenance personnel. The building use fee will be charged per classroom/gym used.
- M. I understand there may be additional charges for excessive clean-up if necessary.
- N. I understand failure to abide by the following or failure to make payment within thirty days may result in denial of future requests.

Signature of Person(s) Requesting Property/Facility _____ Date _____

Signature of Person(s) Requesting Property/Facility _____ Date _____