

**BUILDING REQUEST FORM – NON SCHOOL RELATED ORGANIZATIONS**

**NORTON CITY SCHOOL DISTRICT**  
**Norton, Ohio**

DATE \_\_\_\_\_

The \_\_\_\_\_ (organization of),  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip code).

Requests the use of \_\_\_\_\_ (school or field).

Date(s) requested \_\_\_\_\_

Room and hallways requested (list all) \_\_\_\_\_

Purpose of requested \_\_\_\_\_

Admission charged? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount, if yes \_\_\_\_\_

Estimated attendance number \_\_\_\_\_

Additional items requested (i.e. audio-visual equipment) please list \_\_\_\_\_

Time of activity – from: \_\_\_\_\_ M. to \_\_\_\_\_ M.

Rental costs: Schedule	A. _____
	B. _____
	C. _____
Other:	_____
Total:	_____

Person in Charge \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_ Phone:(home) \_\_\_\_\_ (other) \_\_\_\_\_

\_\_\_\_\_ (Community Group), shall at their sole cost and expense, but for the mutual benefit of the Board of Education of the Norton City School District, its officers, members, employees and agents in both their official and individual capacities (collectively the "Board" and the above named group), purchase and maintain a general public liability insurance policy satisfactory to the Board, including the Board as an additional insured, and requiring that the Board, through the office of the Business Manager, receive notice of premium payment and policy cancellation, to satisfy the defense, indemnification and a hold harmless agreement in the amount of one million dollars (\$1,000,000,000.00). Such policy of insurance shall be written by a responsible company of recognized standing, licensed authorized to do business in the State of Ohio, and shall be delivered to the Board through the office of the Business Manager prior to the date(s) of use and shall be endorsed "Premium Paid" by the company or agency issuing the same or accompanied by other evidence satisfactory to the Norton City School District that the premiums thereon have been paid.

**APPROVED:**

Principal \_\_\_\_\_ Superintendent/Business Manager \_\_\_\_\_ Treasurer \_\_\_\_\_