

**WEST HOLMES LOCAL SCHOOLS
BUILDING/FACILITY USE APPLICATION**

1. Applicant's information: Name _____ Current Date: _____
Address _____ Home Phone: _____
_____ Cell or Work: _____
Email Address _____

2. Organization/business you are representing _____

3. Purpose of rental _____

4. Check one that applies from the Fee Schedule

- GROUP #1 GROUP #2 GROUP #3 GROUP #4

5. Building or facility requested:

- WHHS LAKEVILLE NASHVILLE KILLBUCK
 WHMS MILLERSBURG CLARK

6. Area(s) to be used (check all that apply and include multiple locations if needed):

- GYM
 ATHLETIC FACILITY/FIELD (specify) _____
 KITCHEN (includes Equipment/Cafeteria Employee Required)
 CAFETERIA/COMMONS (seating area)
 THEATER
 OTHER _____

7. Please check any specific items/equipment which will be required for this event: (charges may apply)

- Stage Lighting Risers Chairs
 Stadium Lighting Scoreboard Tables (limited availability)
 Lectern PA/Sound System
 Other items, list _____

*If snow removal is necessary, the labor costs will be charged to the user.

8. Date(s) requested for event _____

9. Time of actual event: From _____ To _____

10. Time needed to set up for event _____

11. Time needed to clean up _____

12. Total hours of usage _____ # hours stadium lighting needed _____

13. Estimated number in attendance _____

14. Special Instructions: _____

15. Person in charge of unlocking and locking facility _____

* Responsibility of facility care will fall upon applicant completing permit AND person unlocking and locking facility

16. Community Use of School Facilities

As a representative of the applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the policies of the West Holmes Board of Education and conditions of rental as stated on the attached Facility Fee Schedule. The applicant agrees to indemnify and HOLD HARMLESS the West Holmes Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the above rental caused by the negligence or actions (whether intentional or otherwise) of the applicant or the applicant's members, agents, employees invitees or licensees.

Authorized Representative's Signature

Organization

Application Process:

1. Return to central office at least 14 days prior to the date of proposed use.
2. Central office will check application for reason of use, availability of requested space, heating and cooling constraints, calendar restraints due to maintenance and repairs, etc.
3. Central Office will contact applicant if adjustments need to be made.
4. Verification will be mailed to applicant.