

**LIBERTY-BENTON LOCAL SCHOOLS**  
**Application for Use of School Facility**

Organization \_\_\_\_\_ Date of Application \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Person in Charge \_\_\_\_\_ Admission Charged? Yes \_\_\_\_\_ (Amount) No \_\_\_\_\_  
 Billing Address \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_  
 Phone (Required) \_\_\_\_\_ Event/Purpose \_\_\_\_\_  
 Building \_\_\_\_\_ List all equipment needed \_\_\_\_\_  
 RENTAL FEES (exclusion of labor fee) \_\_\_\_\_  
 Hours facility needed \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. ACTUAL START TIME OF EVENT \_\_\_\_\_

<u>Circle desired needs:</u>	Minimum	Fraction Thereafter	Est. Cost	Billing
	4 Hr Rentals			Price
Event Gymnasium - HS or ES/MS	\$350 or	\$ 87.50 per hour	_____	_____
HS Upper Gym	\$120 or	\$ 30.00 per hour	_____	_____
ES/MS Multipurpose Room	\$120 or	\$ 30.00 per hour	_____	_____
Library - HS or ES/MS	\$ 30 or	\$ 7.50 per hour	_____	_____
Cafeteria - HS or ES/MS	\$120 or	\$ 30.00 per hour	_____	_____
ES/MS Auditorium	\$1750 or	\$437.50 per hour	_____	_____
Field House	\$450 or	\$112.50 per hour	_____	_____
Kitchen – (meal preparation) HS or ES/MS	\$120 or	\$ 30.00 per hour	_____	_____
Classroom(s) - HS MS ES	\$ 30 or	\$ 7.50 per hour	_____	_____
Room Number(s) _____	*costs are per room			
Stadium/Concession/Restroom Area	\$1750 or	\$437.50 per hour	_____	_____
Gas Grill	\$50 per use		_____	_____
*Labor - Food Service	\$_____ per hour per employee		_____	_____
*Labor – Custodial Employee	\$_____ per hour per employee		_____	_____
TOTAL ESTIMATED BUILDING RENTAL (May include discounts)			_____	_____

I understand the regulations governing the use of the school facilities, have completed the "Hold Harmless Clause" on the back of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$1,000,000/individual and \$2,000,000/aggregate claim required if applicant is not a school-sponsored group.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Approved \_\_\_\_\_ Disapproved Reason: \_\_\_\_\_

Admin. Signature \_\_\_\_\_ Date: \_\_\_\_\_

Number/Names of Employees Covering Rental \_\_\_\_\_

Approximate Hours of Employees \_\_\_\_\_

Copies of front/back to: \_\_\_ Renter \_\_\_ Custodial \_\_\_ Treasurer \_\_\_ Principal/A.D./Activity Coord.  
 \_\_\_ Supt. \_\_\_ Kitchen \_\_\_ Transportation \_\_\_ Maintenance/Grounds

**LIBERTY-BENTON LOCAL SCHOOLS**  
**9190 County Road 9**  
**Findlay, OH 45840**

FOR AND IN CONSIDERATION OF the use of \_\_\_\_\_

(Name of Group or Organization)

(indemnitor) of the facilities and/or equipment of the Liberty-Benton Local Schools Board of Education

\_\_\_\_\_  
(Name of Group of Organization)

(indemnitor) hereby agrees to save, indemnify and HOLD HARMLESS the Liberty-Benton Local Schools Board of Education and its agents, representatives, members, and employees from any and all liability, claims, demands, damages, attorneys fees, expenses or costs for, or arising out of:

\_\_\_\_\_  
(Describe use and building/facilities to be used)

caused by the negligence of indemnitor or its agents or representatives or employees.

**OTHER USER LIMITATIONS:**

1. The User(s) agree that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought on the premises or used in any way while occupying any portion of any school owned property except as specifically listed below:  
\_\_\_\_\_  
\_\_\_\_\_
2. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of any school owned property, except as listed below: \_\_\_\_\_  
\_\_\_\_\_
3. The User(s) must give written notice to the school of any accident resulting in bodily injury or damage to the school or others occurring at school premises or in any way connected with the use of school premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any persons(s) witnessing the accident. \_\_\_\_\_
4. The school reserves the right to terminate this agreement immediately by notice in writing at its absolute discretion if proper care of the facility is not taken by the User(s).

I have read and accept the conditions and limitations of the use of the school facilities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date