



## CIRCLEVILLE CITY SCHOOL DISTRICT Application for Use of School Facilities

### Part I: General Rules

1. Application must be made 30 days in advance. The right to revoke a permit at any time is reserved by the Superintendent/Designee. This application must be submitted to Brandon Wright ([brandon.wright@cvcsd.com](mailto:brandon.wright@cvcsd.com)) or mailed to Circleville High School, Attn Brandon Wright, 380 Clark Drive, Circleville, Ohio 43113.
2. The administration reserves the right to require law enforcement officer(s) to be on duty. contracted and paid by the user(s).
3. Cancellation Policy - Scheduled event must be canceled 24 hours before the event. Every effort will be made to reschedule the event. If no reschedule date is able to be finalized, refunds may be allocated on a case by case basis.
4. A fee will be charged when employees work other than their regular working hours. When event rentals need a staff member to be present (as determined by the District), the Circleville City School District Board of Education will pay employees required to work your event/activity. Groups requesting use of school will be invoiced for rental fees and for employee coverage overtime for this extended staffing need.
5. **All Building Usage fees must be paid in advance of the event.** Payment must be submitted to: Circleville City Schools, 380 Clark Drive, Circleville, OH 43113

### Part II: To be Completed by Representative of Group Requesting Use of School Facilities

Date Request Made: \_\_\_\_\_ Adult Representative (Print Name) \_\_\_\_\_

Group \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Address \_\_\_\_\_

- The above named group agrees to defend, indemnify and HOLD HARMLESS the Circleville City School District Board of Education, its individual members, and its officers and employees against any and all claims, demands, causes of action, and judgments arising from or related to the presence on school premises of said organization's members, officers, invitees or agents or said organization's actions or failure to take action in performing its responsibilities under this use agreement.
- I have read and agree to the General Rules and Regulations Governing use of School Facilities and to pay required fees.
- I also understand that we are obligated to pay for damages or added costs, which may arise, because of our use of the above facilities, in accordance with Board Policy 7510
- I understand that any violation of terms of this agreement will lead to immediate removal from the assigned facility without refund of fees and/or cost.

(Signature of Representative) x. \_\_\_\_\_

Date(s) of Usage \_\_\_\_\_ Building: \_\_\_\_\_

Room/Facility or Area Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Activity or Reason for Use: \_\_\_\_\_

Start time of function: \_\_\_\_\_ AM / PM End time of function: \_\_\_\_\_ AM / PM

Extended Lease Agreement (Year or Longer)  CCS Employee

**PART III: To be Completed by Administration**

Requesting Group Must Have a Current Certificate of Liability Insurance on File.  
 (No liability insurance information attached to this application, will result in automatic denial of use.)

YES (Continue With Application)       NO (Disapprove Application)

**Group Classification**

\_\_\_\_ Class I      - School Related Group(s) and Community Partners  
 \_\_\_\_ Class II      - Non-Profit Organization(s)  
 \_\_\_\_ Class III      - For-Profit Organization(s)

**Check Box of Additional Services needed:**

Custodial Services - \$30 /hr       Cafeteria Cook Service - \$30 /hr  
 Technology Services - \$45 /hr       Law Enforcement - Special Detail Scheduled by Lessee  
 Other \_\_\_\_\_

**Facility Usage Fees**

	Class I	Class II	Class III
	School Related Groups & Community Partners	Non-Profit Organization	For Profit Organizations
Ohio Health Berger Fieldhouse / Wrestling Room	\$0.00	\$75 /per hour	\$225 /per hour
Baseball / Softball Diamonds	\$0.00	\$50 /per hour	\$175 /per hour
Auxiliary Field	\$0.00	\$75 /per hour	\$175 /per hour
CES / CMS/ CHS Classroom	\$0.00	\$75 /per hour	\$150 /per hour
CES / CMS / CHS Cafeteria	\$0.00	\$75 /per hour	\$150 /per hour
CES / CMS / CHS Library	\$0.00	\$75 /per hour	\$150 /per hour
CES Gym	\$0.00	\$75 /per hour	\$175 /per hour
CMS Gym	\$0.00	\$75 /per hour	\$225 /per hour
CHS Gym	\$0.00	\$75 /per hour	\$225 /per hour
CHS Auditorium	\$0.00	\$75 /per hour	\$175 /per hour
District Alumni Room	\$0.00	\$75 /per hour	\$150 /per hour

**PART IV: To be completed by Superintendent/Designee**

Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_ Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Cost \$ \_\_\_\_\_ Estimated Personnel Cost \$ \_\_\_\_\_ Estimated Total Cost \$ \_\_\_\_\_

Original: Superintendent/Designee

FMX       Extended Lease Agreement (Year or Longer)       CCS Employee

Copies to:    Building Principal      Renter      Accounts Receivable      Custodian      Cook (if needed)      Other