

LICKING VALLEY LOCAL SCHOOL DISTRICT
APPLICATION FOR USE OF THE ELEMENTARY SCHOOL FACILITY

DATE OF APPLICATION: _____

DATE(S) OF REQUESTED USE: _____

ORGANIZATION/GROUP: _____

PERSON RESPONSIBLE TO BE BILLED: _____

ADDRESS: _____

PHONE NUMBER: (HOME) _____ (CELL) _____

EMAIL ADDRESS: _____

PLEASE MARK
 I have a key
 I have a key fob
 I need the doors un-locked

I AM REQUESTING THE FOLLOWING AREAS FOR THE PURPOSE OF:

AREA(S) TO BE USED: Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> GYM | <input type="checkbox"/> CONFERENCE ROOM |
| <input type="checkbox"/> OUTDOOR FACILITY _____ | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> CLASSROOM _____ | |
| <input type="checkbox"/> CAFETERIA | |
| <input type="checkbox"/> KITCHEN | |
| <input type="checkbox"/> LIBRARY | |

EQUIPMENT REQUESTED: Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> CHAIRS _____ | <input type="checkbox"/> OVERHEAD PROJECTOR |
| <input type="checkbox"/> TABLES _____ | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> MICROPHONE—P.A. SYSTEM | |
| <input type="checkbox"/> PODIUM | |
| <input type="checkbox"/> TV | |
| <input type="checkbox"/> VCR/DVD PLAYER | |
| <input type="checkbox"/> SMALL SPEAKERS | |

DESCRIBE SETUP REQUIRED, IF OTHER THAN NORMAL:

TIME OF USE: _____ OPENED: _____ CLOSED: _____

ACTUAL TIME OF ACTIVITY: _____ **STARTING:** _____ **CLOSING:** _____

HOW MANY PEOPLE ARE EXPECTED? ADULTS _____ STUDENTS _____

I understand, and will comply with provisions set by School Board Policy (7510.A) and I, _____
_____(Indemnitor) agree to indemnify and HOLD HARMLESS the Licking Valley Board of Education and
their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of _____
_____(Subject of indemnity) whether it be caused by the negligence of indemnitor of the Licking Valley
Board of Education or either party's agents or employees, or otherwise.

All rental and other fees are payable in advance and checks are to be made payable to: Licking Valley Local Schools, Attention: District Office/Facility Use. All approved use is subject to change due to rescheduling of school events.

Amount Due \$ _____ Date Paid _____ Received By _____

Signature of Responsible Individual: _____ Date _____

Signature of Building Representative: _____ Date _____

APPROVED **DISAPPROVED**

Signature of Building Custodian: _____ Date _____

Copies sent to : Auditorium Head Custodian
Responsible Person Athletic Director Cafeteria
District Office Building Principal Director of District Services

Revised: November 2015
Policy #7510

7510 - USE OF DISTRICT PREMISES

The Board of Education believes that school premises should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization or a group of at least seven (2) citizens and has been approved by the Superintendent.

School premises shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools (including giving instructions in any branch of education, learning, or the arts)
- B. meetings of employee associations
- C. uses for voter registration and elections
- D. departments or agencies of the municipal government
- E. other governmental agencies
- F. community organizations or groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) formed or gathered for charitable, civic, social, religious, recreational (e.g., indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or pleasure), and/or educational purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public
- G. uses related to the public library, including a station for a public library or reading room
- H. uses and groups indirectly related to the schools

School premises shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public questions and issues. School premises shall be free of charge and available only during non-school hours. Users shall abide by all District policies, guidelines, and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

The use of school premises shall not be granted for any purpose that is prohibited by law or private social functions.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities.

The Superintendent should meet with the Licking County Emergency Management Agency to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.

R.C. 3313.75 - .79, 3313.791, 3501.29

P.L. 98-377

Revised 7/12/04

Revised 2/22/08

Revised 11/9/15

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