

**COVINGTON EXEMPTED VILLAGE SCHOOLS  
REQUEST FOR USE OR RENTAL OF SCHOOL FACILITIES**

Please check one: \_\_\_\_\_ school organization \_\_\_\_\_ community organization (see rental rate)

Date submitted: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Address of representative: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Activity (be specific): \_\_\_\_\_

Date(s) of use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

**FACILITIES REQUESTED**

_____ Elementary	_____ Middle School	_____ High School
Gymnasium and/or stage _____	Kitchen _____	
Concession Stand _____	Classroom(s) _____	
Locker Room and Shower _____	Athletic Field _____	
Cafeteria _____	Other _____	

Additional Comments or Information \_\_\_\_\_

**SERVICES REQUESTED**

Heat/Light _____	Traffic Control _____
Public Address System _____	Custodian Service _____
Furniture Set-up _____	Trash Containers _____
# tables _____	Mops/Brooms _____
# chairs _____	Other _____

**THE FOLLOWING SPECIFIC CONDITIONS MUST EXIST OR BE AGREED TO BEFORE  
PERMISSION TO USE SCHOOL FACILITIES WILL BE GRANTED:**

1. Requests for the use of school facilities will be granted only when such use does not conflict with the academic and extra-curricular programs sponsored by the school.
2. Under no circumstances will a school building be opened for use unless there is a responsible adult in charge of the activity. The responsible adult must be an employee of the board of education or approved by the superintendent of schools.
3. No group or member of a group will be permitted to enter the building or remain in the building before the arrival or after the departure of the responsible adult in charge of the activity.
4. The organization using the school facilities will be responsible for the maintenance of order. The organization will be held responsible for any theft or damage which occurs during the activity.
5. Groups and individuals will be excluded from all parts of the school building except those specified in this agreement.
6. If a scheduled activity is canceled, it is the responsibility of the adult leader to contact the building principal or the superintendent of schools as soon as the fact is known.
7. Parent organizations affiliated with the school will be permitted to use school facilities free of charge.
8. As the duly appointed representative, I hereby hold harmless the Covington Board of Education from any liability as a result of accident or liability while using the facilities of the Covington Board of Education, and will ensure that the school facilities will be restored to their original condition after use.

**SPECIAL REQUIREMENTS:**

\_\_\_\_\_

Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_ By: \_\_\_\_\_

Custodian time (if needed): From \_\_\_\_\_ To \_\_\_\_\_

Cafeteria worker (if needed): From \_\_\_\_\_ To \_\_\_\_\_

Copies to: Principal, Athletic Director, Custodian, Superintendent's Office