



APPLICATION FOR FACILITY/GROUNDS RENTAL
 VANDALIA-BUTLER CITY SCHOOLS
 HELKE ELEMENTARY
 611 RANDLER AVE.
 Vandalia, OH 45377

INSTRUCTIONS: Complete this form and return to the building principal at least two weeks prior to the requested use of the facility/grounds.

Date of Application: _____

| | | |
|---|------------|------------|
| Name of Organization/Group Requesting Rental: | | |
| Name of Adult Assuming Responsibility: | | |
| Address: | | Zip Code: |
| Phone (H): | Phone (C): | Phone (W): |
| Email address: | | |

Please check facility/grounds requested:

| | |
|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Computer Lab |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Media Center |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground |
| Food to be served: Yes/No | Beverages to be served: Yes/No |

Number of Participants: _____

Estimated number of spectators (if applicable): _____

Special Services/Equipment needed: _____

| To Be Completed by Applicant | | | To Be Completed by School Personnel | | | | | |
|------------------------------|----------------|-------------|-------------------------------------|------|---------------------|--------------|------------------|------|
| Date(s) | Day(s) of Week | Daily Times | Hours | Rate | Custodial Personnel | Food Service | Site Supervision | Cost |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Group Category: | | | Total Cost: | | |

| | |
|--|---|
| <input type="checkbox"/> Copy of liability Insurance | <input type="checkbox"/> Hold Harmless Clause |
| Building Approved: | Disapproved: |
| District Approved : | Disapproved: |



VANDALIA-BUTLER CITY SCHOOLS
APPLICATION FOR FACILITY/GROUNDS RENTAL
HOLD HARMLESS CLAUSE

_____, (group organizational name) in consideration of the use of the facilities of the Vandalia-Butler City Schools District, agrees to defend, hold harmless and indemnify the Vandalia-Butler City School Board of Education, its officers, members, employees, and agents in both their official and individual capacities (collectively the "Board") from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of particular facility/grounds, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence of _____ (the group organizational name), the Board or either party's agents or employees as defined in Ohio Revised Code Section 74.011 (B), or otherwise.

DATE _____

Signature _____

Printed Name _____

Title _____