



Bowling Green City Schools Application for Use of Facilities

Name of Requesting Organization _____

Name & Title of Representative _____

Address _____ Phone _____

City State Zip _____ Email _____

Type of Event _____

*For fundraisers that benefit BGCS students: PTO/boosters/support groups should complete **District Support Organization (DSO) Approval Form Request** and internal student activities should complete **Funds Accountability Form (FAF)***

Building & Space(s) Requested _____

Date(s) Requested _____ Number of Scheduled Attendees _____

TIME Arrive for set up at: _____ am / pm Event begins at: _____ am / pm Event ends at: _____ am / pm

FACILITY SETUP REQUIRED:

Quantity	(Circle)	Other Equipment (Specify)	Quantity
Chairs _____	Projector Yes / No	_____	_____
Tables _____	Screen Yes / No	_____	_____
Lectern _____	Internet Yes / No	_____	_____

GENERAL TERMS AND CONDITIONS GOVERNING THE USE OF BOARD OF EDUCATION FACILITIES

- The organization and/or its officers shall be held financially responsible for any damage resulting to the building or equipment as a result of maliciousness and/or negligence on the part of any officer of the organization or any participant.
- A Board of Education custodian must be present at all times.
- A Board of Education food service employee must be present when kitchen facilities are required.
- The consumption/usage of alcohol, drugs or tobacco products is strictly prohibited on school property.
- All outside activities are cancelled when schools are closed due to inclement weather.
- The organization agrees to display the Flag of the United States of America at all meetings of assembly nature or where the general public may attend, when so requested by the Board of Education.
- The contact person listed above is expected to contact the school office in advance to make arrangements for the custodian to open the building prior to the start of the event. The doors are to remain closed and locked throughout the meeting/event. No minor participants are to enter the building until an adult representing the organization named above is present. No student is to be left inside or outside of the building following any event without adult supervision.
- Rooms must be returned to pre-event condition.

By signing this application form below, the named representative of the organization agrees to ALL terms and conditions set forth and to furnish any such additional pertinent information requested by the Board of Education. The representative signing this application for use of facilities also agrees to pay all fees per the attached fee schedule upon receipt of an invoice. The Board of Education reserves the right to refuse facility use or to rescind this agreement at any time. An attempt will be made to avoid rescinding this agreement once approved by the Superintendent of Schools.

Representative Signature _____ Date _____

Building Level Authorization _____ Date _____

Superintendent Authorization _____ Date _____

Approved: ___ Yes ___ No

FOR OFFICE USE ONLY:

Copies: CA File Requester Building Principal Building Custodian Director of Bldgs/Grounds Treasurer

Bowling Green Schools Facility Rental Rates

Definition of Organization Classifications:

- Class 1. Outside entities or personal/private use
- Class 2. Outside sports groups (no school district affiliation - check with A.D. if questions)
- Class 3. Community-wide groups (service clubs, churches, etc.)
- Class 4. District affiliated sports groups, booster clubs, PTOs, etc.

Hourly Rates (Effective October 19, 2021)

Secondary Campuses

High School

		Organization Class 1 & Class 2	√ Applicable		Organization Class 3	√ Applicable	Organization Class 4	√ Applicable
Classrooms (Specify # of Rooms _____)	\$	25.00	<input type="text"/>	\$	12.50	<input type="text"/>	No Charge	<input type="text"/>
Cafeteria Main		60.00	<input type="text"/>		50.00	<input type="text"/>	No Charge	<input type="text"/>
Cafeteria Annex		40.00	<input type="text"/>		37.00	<input type="text"/>	No Charge	<input type="text"/>
Cafeteria Kitchen*		70.00	<input type="text"/>		65.00	<input type="text"/>	**	<input type="text"/>
Gym, Big		75.00	<input type="text"/>		55.00	<input type="text"/>	No Charge	<input type="text"/>
Gym, Little		70.00	<input type="text"/>		50.00	<input type="text"/>	No Charge	<input type="text"/>
Library		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Band Room		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>

Middle School

Cafeteria	\$	60.00	<input type="text"/>	\$	35.00	<input type="text"/>	No Charge	<input type="text"/>
Kitchen*		70.00	<input type="text"/>		65.00	<input type="text"/>	**	<input type="text"/>
Gym		125.00	<input type="text"/>		60.00	<input type="text"/>	No Charge	<input type="text"/>
Multi-purpose Room		50.00	<input type="text"/>		30.00	<input type="text"/>	No Charge	<input type="text"/>
Locker room		20.00	<input type="text"/>		18.50	<input type="text"/>	No Charge	<input type="text"/>
Library		40.00	<input type="text"/>		20.00	<input type="text"/>	No Charge	<input type="text"/>
Classrooms (Specify # of Rooms _____)		20.00	<input type="text"/>		10.00	<input type="text"/>	No Charge	<input type="text"/>

Outdoor Areas

Football field	\$	300.00	<input type="text"/>	\$	200.00	<input type="text"/>	No Charge	<input type="text"/>
Stadium lights		100.00	<input type="text"/>		75.00	<input type="text"/>	No Charge	<input type="text"/>
Track		200.00	<input type="text"/>		160.00	<input type="text"/>	No Charge	<input type="text"/>
Baseball field		75.00	<input type="text"/>		55.00	<input type="text"/>	No Charge	<input type="text"/>
Soccer field		75.00	<input type="text"/>		55.00	<input type="text"/>	No Charge	<input type="text"/>
Softball field		75.00	<input type="text"/>		55.00	<input type="text"/>	No Charge	<input type="text"/>
Tennis courts		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Baseball/Softball Locker Room Bldg		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Multi-purpose Bldg		50.00	<input type="text"/>		30.00	<input type="text"/>	No Charge	<input type="text"/>
Soccer practice field		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Football practice field		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Parking lot- north end		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>
Parking lot- south end		25.00	<input type="text"/>		12.50	<input type="text"/>	No Charge	<input type="text"/>

Elementary Schools

		Conneaut	Crim	Kenwood	(please circle which building)				
Gym	\$		\$	70.00	<input type="text"/>	\$	50.00	No Charge	<input type="text"/>
Multi-purpose room				35.00	<input type="text"/>		20.00	No Charge	<input type="text"/>
Kitchen*				70.00	<input type="text"/>		65.00	**	<input type="text"/>
Classrooms (Specify # of Rooms _____)				25.00	<input type="text"/>		12.50	No Charge	<input type="text"/>

*includes a fee for kitchen personnel, Class 1, 2 and 3

**Class 4 pays for actual food service personnel costs when kitchen used

Organization 1, 2 & 3 pay custodial personnel costs in addition to above fee if event occurs during hours when a custodian is not regularly scheduled

Building custodial and/or food service personnel will require setup time prior to the starting time of the event if equipment used. Minimum charge of 1/2 hour for events with scheduled attendees of 75 or less, and actual time used will be charged for setup of events with groups exceeding 75.

Clean up & tear-down time begins after the last persons leave the event. Costs billed will be actual for time required to restore the areas to normal conditions

Estimated Total: \$ _____

Initials of Organization Representative: _____