



CONTRACT FOR USE OF SCHOOL FACILITIES

PLEASE PRINT

User _____ Address _____
(User is defined as the organization, group, etc. that is making the request for the use of school facilities.)

Representative _____ Address _____ Phone _____
(Representative assumes personal responsibility for payment of all charges in the event that the sponsoring organization fails to make payment. Representative is also responsible for supervision of event, and must arrive when building is opened, and remain until building is closed.

Building Requested _____ Date _____

Purposed Activity/Use _____

Building to be opened to the public at _____ am/ pm and closed to the public at _____ am/pm

Build to be made available to user _____ hour(s) before, and _____ hour(s) after access to public

Facilities requested: Gym () Auditorium () Locker rooms () Dressing rooms () Lobby Area ()
Classroom () Lunchroom/Cafeteria () Kitchen () Other _____

List all equipment requested (P/A, piano, special lights, podium, tables, chairs, bleachers, etc.) _____

Will meals be served _____ Estimated attendance _____ Will admission be charged _____

If admission will be charged, a written schedule of charges/receipts and anticipated use(s) of the proceeds must be submitted at the time application is filed.

If any portion of the kitchen or serving area is to be used, a Lorain City School cafeteria manager must be in attendance and paid on an hourly rate by the lessee, with a three hour minimum.

User _____ agrees to indemnify and hold harmless the Lorain City Board of Education, collectively and individually, and it's agents and employees from all liability including attorney's fees, claims, damages, or costs for, or arising out of this contracted activity, whether it be caused by the negligence of either the indemnifier or the Lorain City Board of Education, it's agents, or employees. Board Policies and regulation on reverse side are made a part hereof.

Signature of Representative _____ **Date** _____
(By signing, representative acknowledges that all Board of Education regulations on reverse side have been read and are agreed to.)

FOR OFFICE USE ONLY

Rental Charge for facility \$ _____ Approved _____ Denied _____
Cleaner Charge \$ _____ Reason for denial _____
Additional Equipment charge \$ _____

Total Rental Charge \$ _____ Signed _____

Proof of liability Insurance received _____ Date _____

Deposit \$ _____ Date received _____ Balance due \$ _____ Date received _____

Required time for Custodian(s) _____ am/pm to _____ am/pm Required time for Cleaner(s) _____ am/pm _____ am/pm

The rental charge is based on the agreed upon times. The user will be responsible for any extended time, pro-rated accordingly.

Distribution: Original-Operations _____ User _____ School _____ Custodian _____ Energy Management _____ Security _____