

SHEFFIELD-SHEFFIELD LAKE CITY SCHOOLS

BUILDING USE REQUEST FORM

To be completed by organization: Name _____

Building _____ Date of Event _____

Room _____ Time of Event _____

Description of Activity _____

Equipment Requested: _____

We hereby state that our organization is familiar with Rules and Regulations relating to building use and agree to comply with the same.

Signed: _____ Date: _____

Address: _____ Phone: _____

To be completed by building Principal before use. Call District Office for calendar clearance.

Building available: Yes _____ No _____ Custodian Assigned _____

Remarks: _____

Signed: _____ Date: _____

To be completed by District Office for policy sections II and IV only.

Approved: Yes _____ No _____ Building Fee: Yes _____ No _____ Service Charge: Yes _____ No _____

Remarks: _____

Signed: _____ Date: _____

To be completed by building personnel after use.

Custodial Hours _____ Signed _____

Kit. Supervisor Hours _____ Signed _____

Any damage: Yes _____ No _____ Principal's Signature _____

For District Use Only.

Building Fee _____ Invoiced _____

Service Charge _____ Paid _____

Damage Charge _____ S.C. Paid _____

Total Charge _____ Signature _____

SHEFFIELD-SHEFFIELD LAKE CITY SCHOOLS

FIELD PERMIT

_____ requests permission to use the
(name of organization)
Sheffield-Sheffield Lake City School System's _____
(field location)

field. This organization will have the responsibility of field maintenance which shall include cleanup and repair of any undue damage to the field during their use of said field. It is also understood by said organization that:

1. District schools have first use of the fields at all time.
2. There will be no alcoholic beverages at any time.
3. The field is to be left clean and litter-free.
4. This permit is to be carried at all times while using the field.
5. This permit is valid on the dates below and may be revoked for abuse and or misuse of the field.
6. Holes made on the infield from use are to be raked level.

This permit is valid on the following dates: _____

____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____
____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____ ____/____/____

_____ will be responsible and in charge
(name)

during field use.

(Signature of requesting party) _____ (date)

Approved _____
(Athletic Director) _____ (date)

Approved _____
(Building Principal) _____ (date)

Approved _____

Area of Use	Non-profit/ Community Service organization	Other Local	Non-Local
BHS Gym	Free	75\$/3hours	N/A
BMS Gym	Free	75\$/3hours	N/A
BIS Gym	Free	50\$/3hours	100\$/3hours
BHS/BMS cafetorium (No Kitchen)	Free	100\$/3hours	100\$/1 hour
Forestlawn Multi-purpose	Free	25\$/1hour	50\$/1hour
Knollwood Multi-purpose	Free	25\$/1hour	50\$/1hour
Baseball Field	Free	75\$/3hour	50\$/1hour
Softball Field	Free	75\$/3hour	50\$/1hour
Stadium and Field	Free	100\$/3hours	250\$/1hour

1. All events scheduled in/on school facilities must have a custodian in attendance.
2. Events scheduled during regular business hours will not be charged a custodial fee.
3. Events scheduled after business hours or on weekends will be responsible for paying custodial fees in addition to any rental fee at a rate of \$30.00 per hour Mon-Sat. \$45.00 per hour Sunday.
4. If a custodian is needed, the Minimum Custodial charge is 3 hours.
5. Events using the kitchen facilities will be responsible for paying Cook fees in addition to any rental fee at the rate of \$30.00 per hour Mon-Sat and \$45.00 per hour on Sunday.
6. Locations listed above are the only spaces available for rent.
7. Stadium Rental does include score board and PA use.
8. Stadium lighting use add \$50.00 per night.
9. Field and Stadium Use is a minimum 3 hour minimum. Additional hours are available at a rate of \$25.00 per hour.
10. Portable Restroom facilities are available for an additional charge.
11. Renter of baseball or softball fields is responsible for lining of the field.
12. Appropriate liability insurance is required and must be filed with the signed permit to our Director of Operations.
13. Renter must sign agreement to indemnify, defend and hold harmless the Sheffield-Sheffield Lake City School District in the event there is personal property damage or personal injury to any attendee or participant.
14. To be considered a non-profit or community service organization there must be a minimum of a 501 (c)(3) presented with the facility use permit.
15. Local is defined as Sheffield Village or Sheffield Lake City Limits.
16. The Sheffield-Sheffield Lake City School District reserves the right to deny facility usage/rental based on the district schedule of events, available personnel to supervise the event, or other circumstances.