



Northern Local Schools Building Use Request Form

Organization / Group making the request: _____

Responsible Individual: _____

Address: _____

Phone: _____ Email: _____

Date(s) of requested use: _____ Time(s) requested: _____ a.m./p.m.

Purpose / Event Type: _____

Requested Space (circle):

- SHS Gym
- SHS Cafeteria
- SHS Kitchen
- MS Multi-Purpose
- MS Gym
- Glenford
- Somerset
- Thornville

Use of District facilities will be granted based on availability with all school activities receiving top priority.

The organization and/or individual named above agrees to assume responsibility for the care of the building and will be responsible for any damages that occur during use of the facility. _____ (initial).

The organization and/or individual named above releases and discharges the Northern Local School District, Board of Education, and any of its members, officials, agents and employees from responsibility in any liability, claims, damages, or costs arising from or related to our use of the facility. _____ (initial).

The organization and/or individual understands that the Northern Local School District has provided use of the facility and agree that the District shall not be responsible for injuries or damages that may occur as a result of our use and agrees to indemnify, defend and hold the District, Board of Education, and any of its members, officials, agents and employees harmless for any lawsuit, claim, or actions, including costs and expenses including attorney fees incurred as a result of the same, in any way arising from our use of the facility. _____ (initial).

The organization and/or individual understands that all buildings, structures, and property owned by the Northern Local School District is drug, alcohol, smoke and weapon free facilities and agree to abide by this policy. _____ (initial).

Signature of Requestor: _____ Date: _____

Approval of Building Principal: _____ Date: _____

Approval of Superintendent: _____ Date: _____



Northern Local Schools Building Use Request Form – Fees

Organization / Group to be billed: _____

Responsible Individual: _____

Billing Address: _____

Phone: _____ Email: _____

Fees:

For money making or advertising projects, wedding/anniversary/birthday receptions, or other use for any group outside of the school district, including travel and club sports such as AAU basketball, club volleyball, etc.:

- ◇ \$70 / hour for use of gyms, multi-purpose room, and cafeterias (cost for 1 custodian included).
- ◇ \$25 / hour for use of the kitchen (cost for 1 kitchen employee included).
- ◇ Additional custodians and/or kitchen employees will be billed at actual cost.

For community organizations (local civic groups, granges, churches, 4-H, etc.) serving a banquet or meal, or hosting a large group:

- ◇ No facility charge for groups of 50 or less attendees.
- ◇ Custodians and/or kitchen employees will be billed at actual cost for time outside normal work hours.

For school organizations, classes, clubs, PTO/PTA, Booster groups, etc.:

- ◇ No facility charge
- ◇ Custodians and/or kitchen employees will be billed at actual cost for time outside normal work hours.

Individual use of the gym:

- ◇ \$10 for adult groups, paid in advance to the building principal.
- ◇ School-aged children are permitted to use the gym if properly supervised by an adult at all times.
- ◇ No individuals outside the district are permitted to use the gym unless they are a Sheridan graduate and/or special approval has been received.

I understand the above fee structure and agree to pay the balance due within 30 days of the invoice to Northern Local Schools, 8700 Sheridan Drive, Thornville, OH 43076.

Signature of Requestor: _____ Date: _____

Any questions related to invoices or charges shall be directed to Jennie Clifton, Treasurer at (740)-743-1623 or jclifton@nlsd.k12.oh.us.