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	Organization Class 1 & Class 2	√ Applicable	Organization Class 3	√ Applicable	Organization Class 4	√ Applicable
High School						
Classrooms (Specify # of Rooms _____)	$ 25.00		$ 12.50		No Charge	
Cafeteria Main	60.00		50.00		No Charge	
Cafeteria Annex	40.00		37.00		No Charge	
Cafeteria Kitchen*	70.00		65.00		**	
Gym, Big	75.00		55.00		No Charge	
Gym, Little	70.00		50.00		No Charge	
Library	25.00		12.50		No Charge	
Band Room	25.00		12.50		No Charge	
Middle School						
Cafeteria	$ 60.00		$ 35.00		No Charge	
Kitchen*	70.00		65.00		**	
Gym	125.00		60.00		No Charge	
Multi-purpose Room	50.00		30.00		No Charge	
Locker room	20.00		18.50		No Charge	
Library	40.00		20.00		No Charge	
Classrooms (Specify # of Rooms _____)	20.00		10.00		No Charge	
Outdoor Areas						
Football field	$ 300.00		$ 200.00		No Charge	
Stadium lights	100.00		75.00		No Charge	
Track	200.00		160.00		No Charge	
Baseball field	75.00		55.00		No Charge	
Soccer field	75.00		55.00		No Charge	
Softball field	75.00		55.00		No Charge	
Tennis courts	25.00		12.50		No Charge	
Baseball/Softball Locker Room Bldg	25.00		12.50		No Charge	
Multi-purpose Bldg	50.00		30.00		No Charge	
Soccer practice field	25.00		12.50		No Charge	
Football practice field	25.00		12.50		No Charge	
Parking lot- north end	25.00		12.50		No Charge	
Parking lot- south end	25.00		12.50		No Charge	

Elementary Schools **Conneaut** **Crim** **Kenwood** **(please circle which building)**					
Gym	$ 70.00		$ 50.00		No Charge	
Multi-purpose room	35.00		20.00		No Charge	
Kitchen*	70.00		65.00		**	
Classrooms (Specify # of Rooms _____)	25.00		12.50		No Charge	

*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: _____