

TODAY'S DATE _____

PERMIT NUMBER _____
LYP # _____

PREMISES/BUILDING/ROOMS (please be specific)
REQUESTED _____

**CANFIELD LOCAL BOARD OF EDUCATION
APPLICATION FOR USE OF SCHOOL BUILDINGS**

1. Name of Organization **and** contact person _____
2. Purpose of use _____
3. Dates of activity(s) or event (list all dates) _____

4. Time of arrival (set-up) _____ Time of departure (break down) _____
5. Time event begins _____ Time event ends _____
6. Amount of admission charges or participation fee _____ Number of expected participants _____
What will the proceeds be used for _____
7. My event will require the following district personnel. **Check all that apply and please double check that your responses are accurate as the district will use these answers in preparation for the event. Any changes in staffing needs should be communicated to the district immediately.**
 - ☐ Custodian (almost always required)
 - ☐ Cafeteria Staff
 - ☐ Lighting and Sound Technician
 - ☐ I do not need any of the above district employees
8. Type of organization – please check:
 - ☐ School sponsored activity – No charges
 - ☐ School related groups (PTO, Booster (app. BOE), selected service group – Personnel Charges
 - ☐ Resident non-profit youth group – Personnel Charges and Usage Fee
 - ☐ Resident adult group – Personnel Charges and Usage Fee
 - ☐ Commercial group/non-resident group – Personnel Charges and Usage Fee
 - ☐ College or university – Personnel Charges and Usage Fee
9. User of facilities expectation:
 - a. The school district activities will have priority in the scheduling of all facilities and the school district reserves the right to limit or deny use of facilities.
 - b. A custodian or designee will be on duty at all times for any event in school facilities unless specifically exempted by the Superintendent or designee.
 - c. All applicants for the use of facilities will submit "Use of Facilities" form and comply with all expectations.
 - ❖ User of premises is to provide evidence of liability coverage (policy)
 - ❖ User to request use of facilities **at least 2 weeks in advance**
 - ❖ User to pay all fees (Usage and Personnel) upon receipt of invoice at least 2 weeks prior to the event.
 - ❖ All rentals are for a two hour minimum
 - ❖ **Cancellations must be made to the Board Office 48 hours in advance. No refunds will be given if proper notice is not given to the district. If notice is given to the district more than 48 hours ahead of time but less than 7 days in advance, the district will refund all prepaid Personnel Fees. For cancellations 7 days in advance or more, all prepaid fees will be refunded.**

Itemized Charges See page 3

- d. The applicant must be 25 years or older. The applicant will be responsible for the orderly use of the requested area and provide adult supervision at all times. That applicant will be responsible for being the last person to exit the requested area of use. There will be an adult present and responsible for the supervision of any youth.

No use of facilities will be permitted on holidays, days when schools are closed due to inclement weather or other emergencies except pre-authorized permission from the Superintendent.

Routing: (if applicable)	Approve	Disapprove
___ A.D.	___	___
___ Principal	___	___
___ Bldg. Secretary	___	___
___ C.O. Secretary	___	___
___ Treasurer	___	___
___ Superintendent	___	___

- e. Smoking, the use of tobacco products, gambling and the presence or consumption of alcohol and/or drugs in school buildings or on school property is prohibited.
- f. Vehicles must display a handicapped parking sticker in order to park in designated handicapped slots, or risk legal consequences. Motor vehicles including motorcycles shall be parked in designated parking areas. No motor vehicles are to be driven on play areas or athletic fields.
- g. Kitchens in cafeterias shall not be used unless one or more of the regular food service staff is on duty. Applicant will be responsible for paying hourly wages of food service staff.
- h. Use of the building permits do not include recreational, projection equipment, or sound systems. Special arrangements may be available for use of stage equipment or sound systems. Personnel costs will apply for the operation of any stage equipment.
- i. Determination of residency will be based on residency requirements for school admission.
- j. Applicants for use of the facilities will be responsible for the repair of any damages or replacement of any equipment which occurred while using the facilities.

10. We/I, the undersigned, certify that we are citizens of the Canfield Local School District and are 25 years of age or older. We agree to be personally responsible to the Board of Education for the use and care of the school property. We further agree to pay all related usage/personnel costs (estimated at \$_____ and detailed on reverse side). We further agree that if extended time is needed that my organization will pay any and all additional costs incurred by the district. We further agree that the character of the entertainment will conform with that stated in this application. We further agree that the use of any form of alcoholic beverage is prohibited. We further agree to rigidly enforce a no smoking rule. We further agree that the custodian cannot permit the use of the building except upon presentation of this official permit, granted by the Board of Education and signed by the Superintendent of Schools. We further agree to enforce the rules under which this permit is granted and realize that our failure to do so will cause immediate cancellation of this permit.

11. _____ agree(s) to indemnify and HOLD HARMLESS Canfield Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of said activity, whether it be caused by the negligence of the user or Canfield Board of Education or either party's agents or employees, or otherwise.

- ***All fees are due two (2) weeks prior to usage***
- ***Make checks payable to: Canfield Local Schools
100 Wadsworth Street
Canfield OH 44406***
- ***You must submit proof of insurance two (2) weeks prior to usage***

Contact Person Name: _____ Phone _____
(please print)

Signature(s) _____ Cell Phone _____

Address _____ City/St/Zip _____

Email address _____

Approved _____
Superintendent of Schools

Date

For Office Use Only

Charges based on increments of **two hours**.

Premises – Time of Use	Category	
	3 – Resident Non-Profit Youth Groups 4 – Resident Adult Groups	5 – Non Resident Groups Commercial Groups
Classroom – School day	No charge	\$50.
Classroom – non-school day	\$50	\$100
High School Gymnasium		
- school day	\$150	\$300
- non-school day	\$150	\$300
Middle and Elementary Gyms (Middle School Auditorium)		
- school day	\$100	\$200
- non-school day	\$100	\$200
High School Auditorium		
- school day	\$250	\$500
- non-school day	\$250	\$500
Cafeteria		
When kitchen is used add cafeteria personnel costs		
- school day	\$100	\$200
- non-school day	\$100	\$200
Track		
- school day practice	\$100	\$200
- school day competition	\$300	\$500
- non-school day practice	\$100	\$200
- non-school day competition	\$300	\$500
Football/Soccer Field	Special permission only and individual fee determination	
Baseball Field	\$75 per game/practice	\$200 per Game/practice

Make checks payable to:

Canfield Local Schools
100 Wadsworth Street
Canfield, Ohio 44406

330-533-3303

Total Usage and Personnel Fee

Usage Fee	_____ hrs. @ _____ = \$ _____
Personnel Charges	
- Custodial (\$50.00 per hr)	_____ hrs. @ _____ = \$ _____
- Cafeteria (\$50.00 per hr)	_____ hrs. @ _____ = \$ _____
- Sound/Lighting Technicians (\$50.00 per hr)	_____ hrs. @ _____ = \$ _____
	Total \$ _____

Note: All fees are due two (2) weeks prior to the event
Proof of insurance must be submitted two (2) weeks prior the event