



VALLEY VIEW LOCAL SCHOOL DISTRICT

6027 Farmersville-Germantown Pike Germantown OH 45327 p: (937) 855.6581

Request for Use of School Facility

To: Director of Operations (erick.depew@valleyview.k12.oh.us)

We seek permission to use the following school facility:

School Building: _____ Area/Room: _____

DAY	DATE	START (TIME OR DATE)	END (TIME OR DATE)

If for a season or extended period, state the beginning and ending dates.

Purpose:

Name of Responsible Adult:

We wish to enter the building at (time): _____

We plan to vacate the building by (time): _____

We (will) (will not) charge an admission fee. (circle one)

We expect an attendance of approximately _____.

We request use of the following and understand there is a charge for each use:

_____ K12 Commons Stage _____ Podium _____ Microphone
_____ Projector _____ Special Lighting
_____ Folding Chairs (number) _____ Large Folding Tables (number)
_____ Ticket Table & Chairs _____ Gymnasium Showers

Additional requests or comments:

It is understood that school district activities have priority over outside activities in using the school buildings, and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and board policy, we agree that there shall be no use of alcohol, tobacco, or controlled substances in any school building.

(Name of Organization/Person/Group)

By: _____ Date: _____
(Signature)

Address: _____ Telephone: _____

THIS SPACE FOR DISTRICT USE

This request has been approved.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees will be billed, and checks are to be made payable to:
Valley View Board of Education

This approval is subject to certain other conditions as set forth below:

Director of Operations Date

This request cannot be approved for the following reason(s):

Director of Operations Date

Facility Rental Fees

Facility or Area	SCHOOL GROUP	COMMUNITY GROUP		COMMERCIAL GROUP	
	VVLS D	per hour	per day	per hour	per day
High School Gym	NO CHARGE	\$75	\$375	\$150	\$750
Other Gym	NO CHARGE	\$40	\$200	\$75	\$375
Barker Stadium/Niswonger Field	NO CHARGE	\$50	\$250	\$100	\$500
Barker Stadium/Niswonger Field Lights	NO CHARGE	\$50		\$75	
Baseball Field	NO CHARGE	\$50		\$100	
Softball Field	NO CHARGE	\$50		\$100	
Concession Trailer	NO CHARGE	\$50		\$100	
K12 Commons (No Kitchen)	NO CHARGE	\$40	\$200	\$50	\$250
Site Manager	NO CHARGE	\$25		\$25	
Custodian	NO CHARGE	\$40		\$40	

All rentals are at the discretion of the Director of Operations. Custodian/site manager fees will be combined with the facilities rental and determined on a case-by-case basis.

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