

Morrow County School District

Code: KG-FORM(1)
Adopted: 11/12/02
Revised/Reviewed: 5/12/03; 11/12/13; 8/11/14; 4/11/16

Use of School Facilities Application
Application must be turned in at least 2 weeks in advance of desired use.

Facility Name and Address

Name of Applicant/Organization

Today's Date

Applicant requests the use of the following:

Facilities

Equipment

School Personnel

Activity

Open to the public? (Check one) [] Yes [] No

Admission fee? (Check one) [] Yes [] No

Gratuity or admission charge will go to

Date(s) and time(s) for which the facilities are requested:

From Time on Day(s) of the week, Date

To Time on Day(s) of the week, Date

Facilities will be under the direct supervision of: Print name of responsible party

Insurance

Insurance coverage will be provided by:

Name of insurance company

Policy Number

Amount of Liability Coverage \$ 1,000,000 is required

Applicant agrees to the following:

1. Morrow County School District will be held blameless in the event of an accident or lawsuit brought against the applicant by an injured party;
2. Reimbursement will be made to Morrow County School District for any and all damage to the facility;
3. The usual fees/charges applicable to such use established by the district will be paid in advance;
4. Morrow County School District retains the right to revoke permission at any time if conditions or requirements are violated;
5. Request will not be approved unless all information is provided. Application is considered current only until the last day of May. A new form must be submitted each year;
6. An authorized use of school facilities is not transferable to another organization or individual. Misuse of this policy will result in the privilege being revoked;
7. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all safety laws and regulations are followed;
8. The user will be required to provide the district with a certificate of insurance documenting adequate liability insurance coverage, or if only Morrow County resident students are using the facilities, no proof of insurance is required (A Morrow County School District staff member is required to be in attendance.);
9. Persons using school facilities at any time for any purpose shall not have in their possession, consume, sell, give or deliver any alcoholic beverages or illegal or illegally obtained drugs in the school building or grounds. Tobacco use is prohibited in school buildings or on school grounds;
10. The user shall confine the use of facilities to the area or areas specified in the contract. Patrons or participants shall remain in the authorized area or room and not be allowed to roam the halls;
11. The district shall, subject to the terms of its policies, charge certain fees to offset the costs incurred by the district when facilities are used. Organizations shall be informed of the applicable fees before the facility use agreement is completed;
12. The amount of the required fees or conditions for exemption from such fees, shall be set forth in the "Facility Use Fee Schedule" which shall be available at each school site;
13. A school employee is required to be on duty or in attendance during the entire time a building is in use because of the district's liability issues. Said employee is responsible for securing the building and for proper use of the facility. If the use of the facility is at a time when no custodian or other regular employee is on duty, a fee will be charged to cover this cost. This applies to all organizations, even those who are not charged a rental fee;

Note: This fee may be waived if the organization can prove to the district's satisfaction, that it has assigned supervisors who will ensure safety and security during the event.

