

HIGHLAND LOCAL SCHOOLS

APPLICATION FOR USE OF SCHOOL BUILDING(S)/GROUNDS



Building Requested

High School Middle School Granger Hinckley Sharon

Area Requested

Gym Cafeteria Kitchen Media Center Auditorium - (complete packet)

Classroom(s) _____

Other _____

Date(s) Requested _____

Time Requested _____ Number of Participants _____

Reason for Request _____

Name of Organization _____

Person Making Request _____

Address _____
(street) (city) (zip)

Email _____ Phone _____

As applicant for the use of the school building and /or grounds, it is understood by the applicant that this request is subject to approval by the superintendent. Waiver of fee requests are subject to approval by the Board of Education, only, per board policy KG-R, at the next regularly scheduled or special Board of Education meeting. Anytime buildings are closed due to inclement weather all activities are cancelled. In case of conflict with school function, the school function has precedence. Applicant to provide certificate of liability insurance upon request and any costs associated with the use of the facilities is the responsibility of the organization.

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Request Received _____ Building or Area Available? Yes ___ No ___

Fees Waived? Yes ___ No ___ (If no, fill in items 1 & 2)

1) Building Use Fees _____

2) Personnel Costs _____

Principal's Signature _____

Board Approved? Yes ___ No ___ Waiver Approved? Yes ___ No ___

Certificate of Insurance Liability Provided? Yes ___ No ___

Superintendent's Signature _____ Date _____

Copies: Superintendent - Building Principal - Requesting Organization - Maintenance - Treasurer

**HIGHLAND LOCAL SCHOOLS
3880 RIDGE ROAD
MEDINA, OHIO 44256**

RELEASE AND HOLD HARMLESS AGREEMENT

In acknowledgement and consideration of receipt of permission from the Board of Education of the Highland Local School District (hereinafter "Board") to use certain school facilities and/or property as indicated on the paper(s) attached hereto _____ freely and
(Name of Organization)
specifically agrees to indemnify, save and hold harmless the Board, its agents and employees, from any and all losses, claims, actions or proceedings of every kind and character which may be presented or initiated to recover money, property or damages for any injuries to persons or injurious results or any damages to property suffered during the conduct or course of _____ 's use of school facilities and/or property and arising directly
(Name of Organization)
or indirectly from such use.

_____ also covenants not to file suit or initiate any claim procedure
(Name of Organization)
against the Board, its agents and/or employees, in respect to any personal injuries, property damages or losses experienced or sustained directly or indirectly out of such use of school facilities and/or property. _____ freely acknowledges and agrees that the
(Name of Organization)
purpose and intent of this agreement is to fully insulate to the maximum extent permitted by law, the Board, its agents and employees, from any and all liability in tort or otherwise that might otherwise arise, directly or indirectly, in connection with _____ 's
(Name of Organization)
use of school facilities and/or property.

Executed at _____, Ohio this _____ day of _____ 20____
(School Building)

(Name of Organization)

(Person making Request)

**THIS FORM NEEDS TO ACCOMPANY THE APPLICATION FOR THE
USE OF BUILDING OR GROUNDS**

Date of Request _____

Area Requested _____

Date of Event _____

Building opened by _____ a.m. _____ p.m.

Time set-up to be completed _____ a.m. _____ p.m.

End of Event _____ a.m. _____ p.m.

Is custodial support needed? (Keep in mind all restrooms and areas used during the event will need to be cleaned after the event - This includes hallways.) YES _____ NO _____

If any groups use the cafeteria, it must be put back in the order of which it was found. Tables cleaned and chairs replaced. This is the responsibility of the group using the facility.

If any additional items are needed, please indicate below.

Example: Chairs/Tables

1. _____
2. _____
3. _____
4. _____

Several things to keep in mind while using the facility:

1. Groups need to stay in the area they requested and not roam the building.
2. No horseplay (running, bouncing balls in hallway or against walls).
3. If you need assistance or have a question, please contact the custodian on duty. They will be happy to assist you.