

LIBERTY-BENTON LOCAL SCHOOLS  
APPLICATION FOR USE OF SCHOOL FACILITY

Organization \_\_\_\_\_ Date of Application \_\_\_\_\_ Date Event Held \_\_\_\_\_

Person in charge \_\_\_\_\_ Admission charged? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Amount)

Billing Address \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Phone (required) \_\_\_\_\_ Purpose \_\_\_\_\_

**EVENT NAME (CIRCLE, profit or non-profit)**

If series of events, circle appropriate days of week M T W T F S S

RENTAL FEES (exclusion of labor) Beginning date \_\_\_\_\_ Ending date \_\_\_\_\_

Building: \_\_\_\_\_ List all equipment needed \_\_\_\_\_

Date (s) of Event \_\_\_\_\_ ACTUAL START TIME OF EVENT \_\_\_\_\_

Hours facility needed: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.  
(open) (close)

Check desired needs:	Minimum 4 hr rentals	Fraction thereafter:	Est. Cost	Billing Office Use
Auditorium H.S.	\$280.00	or \$70.00 per hour	_____	_____
Gymnasium (Middle)	\$280.00	or \$70.00 per hour	_____	_____
Gymnasium (HS)	\$350.00	or \$87.50 per hour	_____	_____
MS Multipurpose Room	\$120.00	or \$30.00 per hour	_____	_____
Cafeteria ES MS HS	\$120.00	or \$30.00 per hour	_____	_____
Kitchen (meal preparation)	\$120.00	or \$30.00 per hour	_____	_____
Classroom	\$ 28.00	or \$ 7.00 per hour	_____	_____
Stadium/Concession/Restroom Area	\$1750.00	or \$437.50 per hour	_____	_____
Gas Grill	\$50.00 per use		_____	_____
*Labor – Food Service Employee	\$ _____ per hour per employee		_____	_____
*Labor – Custodial Employee	\$ _____ per hour per employee		_____	_____
*Labor costs dependent upon OAPSE negotiated agreement				

**TOTAL ESTIMATED BUILDING RENTAL**

I understand the regulations governing the use of school facilities, have completed the "Hold Harmless Clause" on the back of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$1,000,000/individual and \$2,000,000/aggregate claim required if applicant is not a school-sponsored group.

Applicant Signature \_\_\_\_\_

OFFICE USE ONLY: Building Principal Approved \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Disapproved \_\_\_\_\_  
(Reason)

Number/Names of Employees recommended to cover rental: \_\_\_\_\_

Approximate hours each: \_\_\_\_\_

Photocopy front/back Copies to: \_\_\_Principal \_\_\_Superintendent \_\_\_Treasurer \_\_\_Custodial  
\_\_\_Renter \_\_\_Grounds/Trans \_\_\_Athletic Director

LIBERTY-BENTON LOCAL SCHOOL DISTRICT  
FINDLAY, OHIO 45840  
HOLD HARMLESS CLAUSE

FOR AND IN CONSIDERATION OF the use of \_\_\_\_\_  
name of group/or organization

(indemnitor) of the facilities and/or equipment of the Board of Education Liberty-Benton Local Schools

\_\_\_\_\_  
name of group of organization

(indemnitor) hereby agrees to save, indemnify and HOLD HARMLESS the Liberty-Benton Local Board of Education and its agents, representatives, members, and employees from any and all liability, claims, demands, damages, attorneys fees, expenses or costs for, or arising out of:

\_\_\_\_\_  
(describe use and building/facility to be used)

\_\_\_\_\_  
caused by the negligence of indemnitor or its agents or representatives or employees.

**OTHER USER LIMITATIONS:**

1. The User(s) agree that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought on the premises or used in anyway while occupying any portion of any school owned property except as specifically listed below: \_\_\_\_\_
2. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices related there to will be brought onto the premises or used in anyway while occupying any portion of any school owned property, except as listed below: \_\_\_\_\_
3. The user(s) must give written notice to the school of any accident resulting in bodily injury or damage to the school or others occurring as school premises or in any way connected with the use of school premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any persons(s) witnessing the accident. \_\_\_\_\_
4. The school reserves the right to terminate this agreement immediately by notice in writing at its absolute discretion if proper care of the facility is not taken by the User(s).

I've read and accept the conditions and limitations of the use of the school facility(ies).

Signature \_\_\_\_\_

Date \_\_\_\_\_