

NORTH OLMSTED CITY SCHOOLS

Date Applying: _____

BUILDING USE APPLICATION

Building Permit Approval No: _____

TEN WORKING DAYS ARE REQUIRED FOR ISSUANCE OF PERMIT

Name of Organization	
First Person in Charge	Home Phone
Address	Work Phone
Second Person in Charge	Home Phone
Type of Activity	Work Phone

Building: Birch=**B**; Butternut=**BT**; Chestnut=**C** Forest=**F**; High School=**HS**;
 Maple=**M**; Middle School=**MS**; Pine=**P**; Spruce=**S**

Requested Date	Building / See Above	Room	Start Time	End Time	Event Begins	Attendance Expected	Price of Admission	Equipment Needed

NEED LIABILITY INSURANCE COVERAGE ON FILE FACILITY CHARGE/HOUR _____

NEED TRAFFIC CONTROL KITCHEN CHARGE/HOUR _____ EQUIPMENT CHARGE/HR _____

COMMENTS: _____

IN CONSIDERATION OF THE USE OF PUBLIC FACILITIES AND EQUIPMENT, I HEREBY AGREE TO FOLLOW ALL BLDG POLICIES, RULES, REGULATIONS AND PROCEDURES OF THE NORTH OLMSTED CITY SCHOOLS REGARDING FACILITY USE AS LISTED ON THE BACK AND UNDERSTAND THAT CHARGES MAY BE ASSESSED FOR DAMAGE AND CLEANING OF BUILDING, IF NECESSARY.

Applicant Signature

Athletic Director Approval (Required for HS Gym or Fields)

Principal or Designee Approval

Final Approval

REGULATIONS FOR USE OF NORTH OLMSTED CITY SCHOOL FACILITIES

NOTE: ON DAYS WHEN SCHOOL IS CLOSED BECAUSE OF SNOW OR OTHER CALAMITY, ALL ACTIVITIES SCHEDULED FOR THAT DAY WILL BE CANCELED OR POSTPONED.

1. All permit users are subject to the terms, rules and regulations of the North Olmsted Board of Education.
2. All groups or individuals must have an approved permit on file to be permitted to use any facility.
3. All groups will not be permitted to enter a building or use a facility prior to the times on the permit. Times on the permit should include any time necessary to "set up" or "take down" an activity.
4. All groups and individuals must be supervised by an adult sponsor signing the permit.
5. Facilities must be returned to their original condition and setting. Violation of this rule may lead to custodial charges for set up and cleaning.
6. Any damage or abuse of facilities will be charged to the permit holder and future use may be denied.
7. Rental fee will be charged in accordance to the approved rental fee schedule.
8. Groups or organizations requesting multiple dates should be aware that a scheduled or unscheduled school activity will have priority in the use of the facility room.
9. Permits for Group II or Group III for multiple dates will generally be held to twelve-week periods. The facility can be rescheduled if available after the first twelve week session.
10. The use of school equipment will not be permitted unless under the supervision of school personnel, except for furniture and p.a. systems. If school personnel supervise the use of equipment, a fee will be charged for their time.
11. Possession, consumption and/or use of alcoholic beverages, drugs, or any controlled substance and/or being under the influence of alcohol, drugs or other controlled substances in school buildings or on school premises is prohibited and is cause for removal from the building(s) and/or premises. The above, mentioned in this section, will be cause for canceling the activity or event.
12. A permit holder may be requested to provide a deposit for certain facilities (i.e., gym, stadium, auditorium).
13. Permit holders will assume all responsibility for damages or injuries that may occur during the scheduled activity, to the facility, property and participants.
14. The Board of Education's designee may request written proof of any or all of the following:
 - (a) Crowd control personnel
 - (b) Traffic control personnel
 - (c) Deposit and/or fees paid in advance
 - (d) Supervision personnel
 - (e) Liability and property insurance holding the board harmless and/or co-insured
 - (f) Verification of residency for Group II purposes
15. The use of secondary school kitchens will require a school employee during the scheduled activity with the cost of the employee to be charged as a separate fee.
16. School approved student groups must have a school employee or Board approved sponsor at the activity. Non-school student groups must have an employee or adult person who has been approved by the Superintendent's designee for building use.
17. Smoking is prohibited in all school facilities during school hours; after school hours, smoking is permitted only in the designated restricted areas.