

MAUMEE CITY SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES 2016-17

The right to deny an application or cancel an activity at any time is reserved by the Board of Education
Please print neatly and clearly

Organization name _____ Today's Date _____

Person in charge _____ Email Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

School building requested _____ Type of activity to be held _____

Person submitting request _____ Admission Charged? _____ (if yes, submit details on a separate sheet)

Time range requested (include set up and clean up) Arrival time _____ Departure time _____

Activity Start time _____ Activity end time _____

A copy of the approved permit will be sent to you electronically. Please clearly print your email address above.

Clearly circle the days requested.

<u>July 2016</u>							<u>August 2016</u>							<u>September 2016</u>							<u>October 2016</u>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6				1	2	3									1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
31																					30	31					
<u>November 2016</u>							<u>December 2016</u>							<u>January 2017</u>							<u>February 2017</u>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31					26	27	28				
<u>March 2017</u>							<u>April 2017</u>							<u>May 2017</u>							<u>June 2017</u>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

Mark (X) all facilities needed:

- | | | | |
|--|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> PAC Theatre | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Media Center | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> PAC Lobby | <input type="checkbox"/> Auxiliary gym | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen* |
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Locker rooms / Showers | <input type="checkbox"/> Grounds | <input type="checkbox"/> Snack Bar |

* A separate form for catering must be completed.

List specific needs for activity (i.e., tables, chairs, microphone, custodial assistance, etc.)

For more detailed tech needs, please check here and a PAC employee will contact you.

**MAUMEE CITY SCHOOL DISTRICT
HOLD HARMLESS AGREEMENT AND AGREEMENT TO ABIDE BY SECURITY REGULATIONS**

***This section does not need to be completed/signed if this is a MCSD event requested by MCSD employee.**

FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Maumee Board of Education _____ (*indemnitor/group*) hereby agrees to save, indemnify and HOLD HARMLESS the Maumee Board of Education and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for, or arising out of indemnitor's use of _____ (*name of school building*) for the purpose of _____ (*state nature of event or activity*) held on _____ (*date/dates of activity*) whether it be caused by, or as a result of, the negligence of indemnitor, or the Maumee Board of Education, or either party's agents or representatives, employees or otherwise.

SECURITY REGULATION - Outside doors may NOT be propped open during evening meetings and classes. The outside door shall be unlocked for only one-half hour - the 15 minutes before and 15 minutes after the activity begins. It is the permit holder's responsibility to personally admit late arrivals or designate someone to do so. This ensures the security of our buildings and the safety of those participating in evening activities. All areas of the property are subject to be monitored by video surveillance cameras except restrooms, locker rooms, dressing rooms, and individual classrooms.

I have read the Security Regulation and agree to abide by it. I understand that violation of this rule may result in immediate cancellation of this building permit.

Signature _____

I understand the regulations governing the use of school facilities, have completed the "Hold Harmless Clause/Agreement to Abide by Security Regulation" at the top of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim is attached if applicant is not a school-sponsored group.

Signature _____

*The Maumee City School District has a contract with Coca-Cola. Beverages brought into the MCSD facilities should be Coke products. Thank you.
*Please return this application to the building principal where the activity is to take place at least 10 days prior to the event.

FOR OFFICE USE ONLY			
Building Principal:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
Supr./Food Service:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
Superintendent:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
<i>Charges to be set and billed by the business office.</i>	Space Rental \$ _____	Spec. Equip. \$ _____	Other () \$ _____
	Est. Custodial Wages \$ _____	Kitchen \$ _____	Est. Total Cost \$ _____

Copies:

Person in Charge
Building Principal
Building Engineer/Custodian
Supervisor of Facilities
Supervisor of Food Service (if applicable)
Treasurer (if applicable)

Rev. 3/14/16