

MAUMEE CITY SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES 2018-19

The right to deny an application or cancel an activity at any time is reserved by the Board of Education.
Please print all information clearly. A copy of the approved permit will be sent to you electronically.

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 _____

Circle the days requested.

<i>July 2018</i>							<i>August 2018</i>							<i>September 2018</i>							<i>October 2018</i>								
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	6	7				1	2	3	4							1		1	2	3	4	5	6		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31										
														30															
<i>November 2018</i>							<i>December 2018</i>							<i>January 2019</i>							<i>February 2019</i>								
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							1			1	2	3	4	5							1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28							
							30	31																					
<i>March 2019</i>							<i>April 2019</i>							<i>May 2019</i>							<i>June 2019</i>								
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	4							1			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	30						
31																													

Mark (X) all facilities needed:

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

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

Check here for more detailed tech needs. PAC employee will contact you.

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

***This section does not need to be completed/signed if this is a MCS event requested by MCS 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/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 _____

*Maumee City Schools has a contract with Pepsi. Beverages brought into the facilities should be Pepsi products.

*Please return this permit to building principal where the activity is to take place at least 10 days prior to event.

FOR OFFICE USE ONLY

Building Principal:	Approved _____ Signature _____	Date _____
	Reason Denied _____	
PAC Theatre Manager:	Approved _____ Signature _____	Date _____
	Reason Denied _____	
Superintendent/Designee:	Approved _____ Signature _____	Date _____
	Reason Denied _____	
<i>Charges to be set and billed by the business office.</i>	Space Rental \$ _____	Spec. Equip. \$ _____
	Est. Custodial Wages \$ _____	Kitchen \$ _____
		Other () \$ _____
		Est. Total Cost \$ _____

- Copies: Person in Charge
 Building Principal
 Building Engineer/Custodian
 Buildings & Grounds Supervisor
 Food Service Supervisor (if applicable)

STAFF/CUSTODIAL O/T NECESSARY FOR EVENT