

MAUMEE CITY SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES 2011-2012

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 _____ Address _____

Phone at home _____ Phone at work _____ Cell _____

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 _____

Clearly circle the days requested.

| <u>July 2011</u> | | | | | | | <u>August 2011</u> | | | | | | | <u>September 2011</u> | | | | | | |
|------------------|----|----|----|----|----|----|--------------------|----|----|----|----|----|----|-----------------------|----|----|----|----|----|----|
| 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 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| <u>October 2011</u> | | | | | | | <u>November 2011</u> | | | | | | | <u>December 2011</u> | | | | | | |
|---------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

| <u>January 2012</u> | | | | | | | <u>February 2012</u> | | | | | | | <u>March 2012</u> | | | | | | |
|---------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|-------------------|----|----|----|----|----|----|
| 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 | 2 | 3 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| <u>April 2012</u> | | | | | | | <u>May 2012</u> | | | | | | | <u>June 2012</u> | | | | | | |
|-------------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|
| 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 | 5 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Mark (X) all facilities needed:

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Media Center | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Serve coffee only | <input type="checkbox"/> Auxiliary gym | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen (serving only) |
| <input type="checkbox"/> Grounds | <input type="checkbox"/> Locker rooms / Showers | <input type="checkbox"/> Snack Bar | <input type="checkbox"/> Kitchen (meal prep) |
| <input type="checkbox"/> Classroom # | | | |

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

The Maumee City School District has a contract with Coca-Cola. Beverages brought into School District facilities should be Coke products.

MAUMEE CITY SCHOOL DISTRICT

HOLD HARMLESS AGREEMENT AND AGREEMENT TO ABIDE BY SECURITY REGULATION

FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Maumee Board of Education _____ (Indemnitor) hereby agrees to save, (name of group or organization)

indemnify and HOLD HARMLESS the Maumee Board of Education and 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 being used)

for the purpose of _____ (state nature of event or activity)

held on _____, whether it be caused by, or as a result of, the negligence (date/dates of activity)

of Indemnitor, it's 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.

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 _____

RETURN THIS APPLICATION TO THE BUILDING PRINCIPAL WHERE ACTIVITY IS TO TAKE PLACE
AT LEAST 10 DAYS PRIOR TO THE ACTIVITY

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
Supervisor of Facilities
Supervisor of Food Service (if applicable)
Treasurer (if applicable)

11/04
6/26/09
10/10