

**AVON LAKE CITY SCHOOL DISTRICT**  
175 AVON BELDEN ROAD – AVON LAKE, OHIO 44012

Phone: (440) 933-5163

Permit # \_\_\_\_\_

**APPLICATION / PERMIT FOR THE USE OF SCHOOL FACILITIES**

<b>SPONSORING ORGANIZATION</b>		<b>DATE</b>
<b>RESPONSIBLE REPRESENTATIVE</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>LOCATION</b>	<b>ROOM #</b>	<b>EMAIL ADDRESS</b>
<b>FACILITIES NEEDED:</b> CAFETERIA <input type="checkbox"/> AUDITORIUM <input type="checkbox"/> STAGE <input type="checkbox"/> COMMONS <input type="checkbox"/> KITCHEN <input type="checkbox"/> OTHER <input type="checkbox"/> GYM <input type="checkbox"/>		

DATE REQUESTED	TIME BUILDING TO BE OPENED	TIME ACTIVITY STARTS	TIME BUILDING TO BE VACATED	EQUIPMENT OR SERVICES REQUIRED
IF FURTHER SPACE IS REQUIRED ATTACH TYPEWRITTEN LIST				

ALL ORGANIZATIONS USING OR RENTING SCHOOL FACILITIES ARE EXPECTED TO COMPLY WITH THE BUILDING RULES AND REGULATIONS	NO MEETING WILL BE HELD DURING SCHOOL HOLIDAYS
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<b>NATURE OF ACTIVITY</b>		<b>EXPECTED ATTENDANCE</b>	
WILL THERE BE AN ADMISSION FEE	IF ADMISSION STATE AMOUNT	WILL REFRESHMENTS BE SOLD	WILL ANYTHING BE SOLD
No      Yes			
FOR WHAT PURPOSE WILL PROCEEDS BE USED			

**ATTENTION:**

This application is made subject to the General Regulations for the use of Public School Buildings printed on the back of this page. The undersigned agrees that these Rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the School District for any damage due to the occupancy of the building covered by permit. It is understood and agreed to by the applicant that permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expenses whatsoever. The applicant further agrees to protect, indemnify and save harmless the District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application.

\_\_\_\_\_  
DATE \_\_\_\_\_  
REPRESENTATIVE SIGNATURE

**APPROVED:** \_\_\_\_\_  
DATE \_\_\_\_\_  
PRINCIPAL

**SEND ALL COPIES TO BUILDING PRINCIPAL  
COPIES WILL BE DISTRIBUTED ACCORDINGLY**

RENTAL FEE	CUSTODIAL FEE	KITCHEN EMPLOYEE FEE	LIABILITY INSURANCE YES <input type="checkbox"/> NO <input type="checkbox"/>	LIABILITY INSURANCE RECEIVED YES <input type="checkbox"/>	DATE PAID	PAYMENT CHECK #
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**SEE RULES AND REGULATIONS ON REVERSE SIDE**

**RESTRICTIONS ON THE USE OF SCHOOL FACILITIES BY THE PUBLIC**

1. Rental of school facilities for lawful purposes shall be made in accordance with Sections 3313.75-3313.79 of the Ohio Revised Code.
2. The Board of Education may refuse to permit the use of school property for any purpose, which in its discretion tends to interfere with the public schools, or would not harmonize with the school program.
3. No advertising of commercial products, services or activities shall be permitted in the schools. This prohibition shall not apply to civic and cultural exhibitions and entertainments, whether held in public or private halls and theaters, provided permission is given for such publicity by the superintendent.
4. No contributions of money for local, state, or national causes or philanthropist nor shall any collections be taken in the school except for purposes which have had the approval of the Board of Education, the Superintendent, or their representative.
5. All buildings and grounds in The Avon Lake City School District are SMOKE / TOBACCO FREE.
6. School facilities cannot be used by private enterprise at any time for profit.
7. Rental of a gym does not include the use of school-owned athletic equipment, or lockers, showers and dressing room facilities, except as specifically provided in the permit.
8. No school facilities shall be available for dances except those sponsored by the school or P.T.A.
9. Any student group representing students from a particular school wishing to use school facilities must obtain the permission from the principal and have responsible adult leadership. Any other youth group should be represented by an adult organization or have responsible adult leadership.
10. The buildings are not available for use during school vacation, or holidays.

**FIRE/SAFETY REGULATIONS AND RESPONSIBILITIES FOR BUILDING USE**

1. Smoking is prohibited in or around any area of the buildings or grounds. Avon Lake City Schools has a Smoke Free Environment.
2. Building and room occupancy limits will be strictly adhered to.
3. Outside fire lanes will not be blocked; i.e. by furniture, displays, concessions, etc.
4. Park in designated parking spaces only. Parking is not permitted in the fire lanes or on grass areas.
5. If parking control is required, the renter will provide and be responsible for a parking lot attendant.
6. The renter will be responsible for any damage caused to school property occurring during the rental period
7. If it will be necessary to move furniture and/or equipment during your event, prior approval from the building principal or his/her designee is required. If moved, the renter will return all furniture and/or equipment to its original place before leaving the facility. .
8. The renter will be responsible for cleaning up litter, spills and trash prior to leaving the facility.
9. No student or student group are to be in the building after school hours unless under the supervision of an adult.
10. The renter will only use those facilities and activity indicated on the application/permit agreement and is restricted to those areas and activity.
11. School activities have preference in scheduling. Permits granted to organizations may be cancelled at the discretion of the Business Office, Superintendent, Board of Education, or their representative. School organizations shall, however, provide sufficient notice.
12. At least a forty-eight hour notice is required in the event of cancellation.
13. Any group that is permitted to use school facilities is responsible for damage over and above the ordinary wear.
14. The Board of Education is exempt from liability.
15. The renter will provide proof of \$1M liability insurance when submitting the rental application, unless the building use is school related.
16. No rent is charged for school sponsored activities and entertainment held by and for the benefit of the school. This also includes school related organizations.
17. Rent is charged for all groups that desire facilities for their own use and pleasure.
18. All groups shall leave the school facilities in the same order and condition in which they found them.

IT IS THE RESPONSIBILITY OF THE RENTER TO ADHERE TO ALL BUILDINGS, GROUNDS AND FIRE & SAFTY REGULATIONS MENTIONED ABOVE. FAILURE TO COMPLY OF VIOLATION OF ANY OF THES REGULATIONS, REAPONSIBILITIES OR FIRE & SAFETY REGULATIONS MAY RESULT IN DENIAL OF THE FACILITIES FOR FUTURE USE.