

DANVILLE LOCAL SCHOOLS

Application For Building Use

[Must be received in Superintendent's Office no later than 14 days in advance of requested use]

Date Submitted _____ Name of Organization _____

Event _____

School Sponsored? Yes _____ No _____ If yes, name of advisor _____

Building/Room requested: _____

First Date of Use: _____ Last Date of Use: _____ (If multiple dates - list all dates and times on back of sheet.)

Hours of Use: Enter: _____ Leave: _____

Notes: If you are requesting use of the cafeteria kitchen, a cafeteria employee must be present. Please request help if you have questions. Do not fill in any fee amounts, that will be done when use is approved. No use will be permitted until permission has been confirmed by Superintendent's Secretary.

Please complete 1 or 2 below

1. Will a FULL-TIME school employee be present? _____ If so, is said employee willing to assume full responsibility for providing **KEY SERVICE, SUPERVISION** and **SECURITY** of entire building during use, and assume responsibility for any damage to facilities? _____. Name & Signature of employee _____

2. If you do not have a FULL-TIME school employee available, it will be necessary for the school to provide an employee to be present. The approximate cost for this service, if available will be \$25.00 per hour.

 * **SIGNATURE** of officer of organization or person financially responsible for any liability or damage which might occur. User also certifies that he/she has read district Policy 7510 and Guidelines 7510 and agrees to observe all requirements.

Rental Fee _____
 (see Policy 7510)
 Custodian/Cafe Charge _____
 Total Charge _____
 (payable in advance)

LIABILITY INSURANCE

(must be completed by all non-school organizations)

*The person signing above acknowledges that the related organization/s maintain/s liability insurance in the sum of at least \$1,000,000 coverage per occurrence. A copy of the organization's insurance policy is requested. (Building use requires that the Danville Local School District be specifically listed as an additional insured on organization's policy.)

INDEMNITY CLAUSE

(must be completed by all individuals/organizations)

_____(indemnitor) agrees to indemnify and HOLD HARMLESS the Danville Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of _____ (subject of indemnity) whether it be caused by the negligence of the indemnitor or the Danville Board of Education or either party's agents or employees, or otherwise.

PLEASE RETURN TO PRINCIPAL'S OFFICE FOR APPROVAL

 Signature of Building Principal Date

 Signature of Superintendent Date

REV: 02/24/2006

Please indicate below where to send approval of building use:

 Name

 Address

 City, State Zip

 Phone

Auditorium/Gymnasium/Cafeteria Use Form

Please fill out the following information to help us to better prepare for your use. Please contact Kevin Langdon with any questions at 419-961-8576.

Date you will be using the auditorium: _____

Contact Person: _____

Contact number or email (if NOT a school employee):

Do you anticipate needing assistance to set up and/or tear down? YES / NO

All areas should be returned to original state immediately following event.

Do you anticipate needing someone to help run the sound or lighting YES / NO

Will you be using the stage behind the main curtains: YES / NO

A/V EQUIPMENT

- Microphone (s) #: _____
- Projector
(computer connections are supplied, but you must provide your own computer.)
- DVD Player
- Microphone Stand(s) # _____
- Theater Lights On

FURNITURE NEEDED:

- Podium
- Table(s) # _____
- Desk(s) # _____
- Chair(s) # _____
- Other: _____

Is there a specific way the stage should be setup, please provide a sketch?