

SPRINGBORO COMMUNITY CITY SCHOOLS USE OF SCHOOL FACILITIES APPLICATION

Date of Application: _____

This section to be completed by Applicant: Group Name:
Purpose of Building/Equipment Use:
Building Desired (Rooms/Grounds/Equipment Requested):
Dates of Use:
Times of Use:

I certify that I am an active member of the group for which I requested the reservation, that I have received and read Board of Education Policy 7510 governing use of the building, and that I, personally, will be present and responsible for observance of the rules. I agree that all fees will be paid to the Springboro Community City Schools and that I, as representative of said organization, am personally responsible in seeing that this privilege is not abused. On behalf of the group named above, I agree to notify all users that when using these facilities, they indemnify and hold harmless the Board and its agents and employees from all liability, claims, demands, damages, or costs for or arising out of the use of facilities whether it be caused by negligence or indemnifies or the Board, or either party's agents or employees or otherwise.

*Please provide a copy of your Certificate of Liability insurance which names Springboro Community City School District as the 'Additional Insured'.

Signature of Person Responsible:	Printed Name:	
Address:		
Telephone:	Email Address:	

*Please submit to the building you are requesting: High School - Michelle Arkill (markill@springboro.org), JH - Tammy Sinclair (tsinclair@springbro.org), Springboro Intermediate - Tina Barnhart (tbarnhart@springboro.org), Dennis Elem. - Brittany Johnson (brjohnson@springboro.org), Five Points Elem. - Lori Riegle (lriegle@springboro.org), Clearcreek Elem. - Kristy Shetterly (kshetterly@springboro.org)

This Section to be comp	oleted by Building	g Prinicpal:		
Above Request is:	Approved		Denied	
Staff Needed:	Custodial	_ Food Service	Concessions	Technical Support
Custodial Fee: Fo	od Service Fees: _	Tech	nical Fees:	Building Use Fees:
Comments/Special Cond	itions:			
Signature of Principal:			Date	
PLEASE NOTE:				

(1) In case school is closed due to inclement weather or emergency, all approved building uses are cancelled.

(2) All bills for fees, custodial charges, cafeteria charges, etc., will be mailed to the person making the request, unless otherwise noted.

(3) The authority and responsibility for approval of building use applications have been delegated to the principal of the building for which the request is being made.

(4) The principal shall forward copies of this form to custodial, food service, and technical support employees as necessary.

Copies to: Building

Superintendent