



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): _____

(NOTE: Due to Construction, Springboro High School's Auditorium is Unavailable for Request Through May 2024)

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 completed by Building Principal:

Above Request is: _____ Approved _____ Denied

Staff Needed: ___ Custodial ___ Food Service ___ Concessions ___ Technical Support

Custodial Fee: ___ Food Service Fees: _____ Technical Fees: _____ Building Use Fees: _____

Comments/Special Conditions: _____

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 Treasurer Superintendent Applicant