

BEDFORD CITY SCHOOL DISTRICT

Administration Center
475 Northfield Road
Bedford, Ohio 44146

Business Office: 440.439.4333 FAX: 440.439.4850

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Before completing this form, please review the Guidelines on the back for important information...

NAME OF APPLICANT/PERSON IN CHARGE _____

STREET ADDRESS _____

CITY & ZIP _____ TELEPHONE NO. _____

BUILDING/ORGANIZATION _____

PURPOSE FOR REQUESTING FACILITY _____

Admission fee, how much? _____ Email Address _____

Building Requested _____ Date(s) of Event _____

Room Needed _____ Please Circle Day(s) Mon Tue Wed Thr Fri Sat

Number of people attending _____ **BOARD APPROVAL REQUIRED: *SUNDAY***

Actual Event Time: Start _____ Finish: _____

NOTE: Security and/or a parking attendant will be scheduled per group of 100 or more people.

I, or the organization I represent, hereby agree to hold ourselves responsible for the supervision of the activity, for the conduct of all persons present, and for any damage, which may result to school property. We further agree to be responsible for all charges that may be made. We have read and concur with the rules and conditions as outlined on the reverse side of this permit. We agree to hold the Bedford Board of Education harmless from any actions that may result from our use of the school district facility and I have obtained liability insurance for \$1 million naming the Bedford Board of Education as an additional insured. I understand the Bedford Board of Education has the right to cancel this permit.

Signature of Applicant _____ Date _____

Technology Equipment Needed:

- Laptop w/internet (presenter)
- Wireless Internet (participants)
- PowerPoint Presentation
 - Flash drive
 - User's device Type _____
- Portable Projection Screen
- Console (Bd. Rm. only)
- Presentation TVs (Bd. Rm. only)
- Laptop (Bd. Rm. only)

- Sound System
 - Stadium Meeting Room
 - Podium
 - Lighting
 - Room Set up – How Many Tables _____ Chairs _____
 - Other _____
 - Refreshments from Nutrition Services
 - Kitchen Use
- Note: Computer Technician will arrive 15 minutes prior to presentation unless otherwise noted. Questions: 440-786-3566 (before 3 p.m. daily)**
Expiration of Insurance: _____

Board Approval Required _____ Approval Principal _____ Approval Athletic Director _____

APPROVED BY BUSINESS MANAGER _____ DATE APPROVED _____

Estimated Charges: Facility \$ _____ Equipment \$ _____ Custodial \$ _____ Security \$ _____
Parking Attendant \$ _____ AV Technician \$ _____

SUPERVISOR BUILDINGS & GROUNDS BUILDING HEAD CUSTODIAN
COORDINATOR ELECTRONIC MEDIA SUPERVISOR NUTRITION SERVICES
COMMUNICATIONS & PUBLIC RELATIONS POOL SUPERVISOR STADIUM CUSTODIAN

**Regulations for Use of Facilities
Use of the Buildings/Facilities is Governed by Board Policy**

GENERALLY, GROUPS FROM OUTSIDE THE DISTRICT SHALL BE DISCOURAGED FROM USING THE SCHOOL FACILITIES. (Board)

- A. Visiting team(s) may not exit the premises until the locker room has been inspected by the administrator in charge.
- B. Groups must obtain liability coverage of \$1,000,000 naming the **Bedford Board of Education** as an additional insured.
- C. Users are responsible for ensuring orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- D. The District reserves the right to request payment of estimated fees in advance.
- E. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- F. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- G. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- H. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- I. Requests for District owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- J. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.
- K. Use of stages, furniture, and equipment must be arranged for in advance. Extra compensation will be paid to employees for moving, operating, or supervising special or extra equipment and will be charged to the using group.
- L. Buildings will normally be opened (1) hour prior to the activity and for (1) hour after its scheduled ends, unless other arrangements are requested on the application and approved.
- M. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- N. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested, unless exempted by the Business Manager.
- O. Religious Activities: Permits will not be issued to churches as a regular meeting place. However, established community churches located in the school District may apply for emergency or occasional use of a building. These activities must have Board of Education approval.
- P. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- Q. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- R. The District will not be responsible for any loss of valuables or personal property.
- S. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- T. Non-marking gym shoes must be worn when using any gymnasium floor.