

File KG-E
Revision 04/08

Application for Use of School Facility

Cloverleaf Local School District
Community Education Department
8525 Friendsville Rd., Lodi, OH 44254
330.721.3519

This section to be completed by applicant:

The _____
Name of organization or individual

requests the use of _____
Building Requested

on _____ from _____ to _____
Date (s) Start time End time

Equipment needed (PA, Projector, Overhead) _____

Special set up needed? _____

(If needed) SET up or TEAR DOWN: Please indicate needed time before and after event _____

Description of activity _____

Rooms requested _____

Number of people attending _____ Will a fee be charged for participation? _____

If this is a catered event, do you need the use of kitchen facilities and/or food service personnel? Please describe. _____

Please note any other information that would be helpful in scheduling this event. _____

I have read the policies and fee schedule on the reverse side and hereby obligate myself, as designated representative of the above named organization, to all conditions set forth thereon. The lessee agrees to indemnify and HOLD HARMLESS Cloverleaf Board of Education and their agents and employee from all liability, claims, demands or costs, for or arising out of injury, whether it be caused by neglect by the negligence of lessee or Cloverleaf Board of Education or either party's agents or employees or otherwise.

Name and signature of person accepting responsibility _____ Phone number _____ Email _____ Date _____

Organization mailing address (include PO box) (This should be who to bill) _____

Approved: _____ Date: _____
Community Education Director

Approved with the following conditions: _____

Copies: _____ Date: _____
OT Fund: _____

Guidelines for facility use:

1. Any time buildings are closed due to inclement weather or other emergency, all activities are cancelled. In case of conflict with a school function, the school function has precedence.
2. Use of narcotics, tobacco products, or alcoholic beverages are not permitted on school district property. No food or beverages unless approved in advance. Cloverleaf supports a smoke-free environment.
3. Gambling is not permitted on school property. Games which are predominately social and sponsored by non-profit organizations are permitted.
4. Activities are limited to area reserved (gym, cafeteria, etc.) No roaming in the building. Children are not allowed at reserved activity unless they are participants.
5. Street shoes are not allowed on gym floor, gym shoes only.
6. Please do not come earlier or later than the agreed time. All groups must be out by time stated on the permit. By staying past the agreed time, the group could incur overtime charges.
7. Groups renting Cloverleaf facilities are responsible for paying overtime charges incurred by the group.
8. A custodian or school administrator must be on duty when school facilities are used.
9. A cafeteria worker must be present when kitchen equipment is used. The responsibilities for the cafeteria worker are limited to supervisory duties only. Duties include help on how to use the kitchen equipment and location of items. It is the responsibility of the organization renting the kitchen facilities to bring enough help for preparation and cleanup of meals. The kitchen area should be left by the group as it was found coming in. A charge will be assessed if additional cleanup is needed or equipment is missing or damaged.
10. Groups using facilities are responsible for:
 - the conduct of people involved
 - the care of the area and equipment
 - seeing that the remainder of the building is not entered or disturbed
 - the financial responsibility for breakage or damage to equipment or facilities including theft
11. When special services such as snow plowing, security, or excess trash removal are required for the exclusive use of the group using the building, those charges will be passed directly on to that group.
12. Permit holders for facilities with special circumstances or large crowds may be required to have a) parking attendants, b) have fire and police supervision, c) carry liability insurance
13. No school equipment may be loaned by a school custodian. Arrangements may be made when completing the facility use form.
14. 24 hour notice is required for cancellation for a permit. If costs are incurred by the Board of Education due to cancellation without the 24 hour notice, the actual cost will be billed to the renting group.
15. No group will be admitted without a permit. Groups with permits will be admitted only at the time stated and if proper supervision is present.
16. All groups must have a permit whether or not fees are charged.
17. The Board of Education reserves the right to add additional regulations or restrictions at any time, either verbally, or in writing that are deemed necessary for the safety of the people, protection of school property and general welfare of the community. This regulation may include cancellation of the permit.

Fee Schedule

1. Rental and/or custodial fees will be billed on a monthly basis.
2. The organization, group or individual approved for a room rental shall be responsible for any damage done over and above the ordinary wear to school property. Property and personal liability insurance shall be the responsibility of the organization, group or individual. The administration may request evidence of insurance in an amount deemed proper by the superintendent/designee.
3. A deposit may be required.
4. Failure to comply with the rules and regulations are grounds for cancelling the agreement with 24 hour notice.
5. Cloverleaf facilities will be closed when school is cancelled due to inclement weather, calamity or other emergency.

Hourly Rates	Non-resident	District Resident
High School		
Cafeteria	\$40.24	\$24.14
Kitchen	\$80.58 + food service personnel	
Music Room	\$40.24	\$24.14
LGI Room	\$40.24	\$24.14
Gym	\$40.24	\$24.14
Media Center	\$47.57	\$32.07
Conference Room (library)	\$16.12	\$8.03
Middle School		
Cafeteria	\$40.24	\$24.14
Kitchen	\$80.58 + food service personnel	
Music Room	\$40.24	\$24.14
LGI Room	\$40.24	\$24.14
Gym\	\$40.24	\$24.14
Media Center	\$47.57	\$32.07
All Elementary Schools		
Lodi, Seville, Westfield		
Gym	\$15.35	\$8.03
Cafeteria	\$40.24	\$24.14
Kitchen	\$80.58+ food service personnel	
Library	\$24.14	\$16.12
Classrooms	not available	
Personnel		
Custodian	\$28.00/hour	
Cook	\$22.00/ hour	
Equipment	\$5.78 / hour (computers, AV,)	
China Rental	\$35.00 per 50 settings	

Outdoor facilities are available for resident use at no charge: A fee may be charged to non-resident groups. Baseball fields, softball fields, soccer fields, track, tennis courts and elementary playgrounds. These should be reserved in advance. Permit holders are financially responsible for damage done to any of the facilities. The High School stadium is available for special functions depending on availability and condition of the field. A fee is applicable.