

# Application for Use of School Facility

File KG-E  
Revisions 01/11

Cloverleaf Local School District  
Community Information Department  
8525 Friendsville Rd., Lodi, OH 44254  
330.721.3521

## This section to be completed by applicant:

The \_\_\_\_\_  
Name of organization or individual

requests the use of \_\_\_\_\_  
Facility and area within building

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date (s) Time: start / end (include set up and clean up)

Equipment needed (PA, Projector, etc) \_\_\_\_\_

Description of activity \_\_\_\_\_

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

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)

## This section to be completed by the community information department:

Facility Rental.....	Approved _____
Custodial Labor (Hrs. x rate (\$44.00).....	Approved with the following conditions _____
Cafeteria Labor ( Hrs. x rate (\$20.00).....	_____
Damage Cost, if applicable.....	_____
Equipment use.....	Not Approved _____
Total.....	

Deposit required / Amount.....  
Fund.....  
Permit #.....

\_\_\_\_\_  
Date Community Information Office Date Superintendent/Designee

**Primary:** Principal; Secretary; Custodian    **Intermediate:** Principal;; Secretary; Custodian    **Upper:** Principal; Secretary; Custodian  
**Middle School:** Principal; Secretary; Custodian    **High School:** Principal; Secretary; Custodian; Athletic Director  
**Treasurer's Office; Food Service; Maintenance; Other**

Calendar Date

## Guidelines for facility use:

- 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.
- 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.
- Gambling is not permitted on school property. Games which are predominately social and sponsored by non-profit organizations are permitted.
- 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.
- Street shoes are not allowed on gym floor, gym shoes only.
- 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.
- Groups renting Cloverleaf facilities are responsible for paying overtime charges incurred by the group.
- A custodian or school administrator must be on duty when school facilities are used.
- 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.
- 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
- 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.
- 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
- No school equipment may be loaned by a school custodian. Arrangements may be made when completing the facility use form.
- 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.
- 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.
- All groups must have a permit whether or not fees are charged.
- 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

- Rental and/or custodial fees will be billed on a monthly basis.
- 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.
- A deposit may be required.
- Failure to comply with the rules and regulations are grounds for cancelling the agreement with 24 hour notice.
- Cloverleaf facilities will be closed when school is cancelled due to inclement weather, calamity or other emergency.

Hourly Rates	Non-resident	District Resident
H.S. Cafeteria	\$60.00	\$30.00
Kitchen	\$80.58 + food service personnel	
Music Room	\$40.24	\$24.14
LGI Room	\$40.24	\$24.14
Gym	\$60.00	\$30.00
Media Center	\$47.57	\$32.07
Conference Room (library)	\$20.00	\$8.03

Hourly Rates	Non-resident	District Resident
M.S. Cafeteria	\$60.00	\$30.00
Kitchen	\$80.58 + food service personnel	
Music Room	\$40.24	\$24.14
LGI Room	\$40.24	\$24.14
Gym\	\$60.00	\$30.00
Media Center	\$47.57	\$32.07

Hourly Rates	Non-resident	District Resident
All Elementary Schools		
Gym	\$15.35	\$8.03
Cafeteria	\$40.24	\$24.14
Kitchen	\$80.58+ food service personnel	
Library	\$24.14	\$16.12

Personnel	
Custodian	\$44.00 / hour
Cook	\$22.00 / hour
Equipment	\$5.78 / hour (computers, AV, )
China Rental	\$35.00 per 50 settings

Other Hourly Rates	Non-resident	District Resident
Distance Learning Lab	\$44.00	\$44.00
Stadium (Day)	\$150.00	\$100.00
Stadium (Night)	\$300.00	\$150.00
School Bus	\$25.00 + \$2.50 per mile	

Some outdoor facilities are available for resident use at no charge: A fee is charged to non-resident groups. Baseball fields, softball fields, soccer fields, track, tennis courts and elementary playgrounds are free to residents. These should be reserved in advance. Permit holders are financially responsible for damage done to any of the facilities.