

Dates Building is Unavailable

Building-Approval/Denial
Approved _____
Denied _____

Building Principal initial/sign
If the building room(s) are
Available or not available and
Return to the Business Office.

STOW-MUNROE FALLS SCHOOLS BOARD OF EDUCATION
4350 Allen Road, Stow, Ohio 44224
REQUEST FOR USE OF SCHOOL FACILITIES

DIRECTIONS:

1. Applications for the use of Stow-Munroe Falls City School buildings, grounds and/or equipment must be submitted to the Principal's Office of the school you are requesting a minimum of two (2) weeks in advance of the requested event.
2. Please submit only the original application, with all pertinent data included. Once it has been approved at the said school, it will be forwarded to the office of the Director of Operations before a final decision is made.

ESSENTIAL INFORMATION:

1. DATE REQUESTED _____ TIME REQUESTED: _____
Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (please circle day(s) of the week needed)
2. ORGANIZATION MAKING REQUEST: INDIVIDUAL IN CHARGE:
Name _____ Name _____
Address _____ Address _____
City _____ Zip _____ City _____ Zip _____
Work Phone _____ Home Phone _____
3. NATURE OF ACTIVITY _____
Is admittance charge to be made? _____ If so, how much? _____
4. BUILDING REQUESTED _____ ROOM(S) AREA(S) REQUESTED _____

PLEASE NOTE: Request for kitchen is separate from cafeteria (eating area only) and requires extra charges for room use and food service personnel.

5. What is needed in the way of school equipment, tables, chairs, room arrangement, etc.?

GENERAL REGULATIONS:

1. Individuals and/or organizations desiring to use the Stow-Munroe Falls City School facilities shall file an application for such use with the Principal's Office of the school requested, indicating the time, type and location of the facilities desired, the purpose of the activity and the organization/group requesting such use.
2. A resident of the Stow-Munroe Falls School District must sign applications. The Board of Education has empowered the Business Manager to consider such applications on the basis of established policy and to act upon such requests.
3. Every organization must:
 - a. Provide efficient, capable supervision to insure department satisfactory to the school administration.
 - b. Limit its use of the building to the areas designated and approved on the application.
 - c. Assume all financial responsibility for any pilferage or school property damage during the use of the facilities.

SPECIFIC RULES AND REGULATIONS

1. No smoking or intoxicating liquors permitted in school buildings.
2. Order and discipline must be maintained.
3. Only such properties and equipment stated in the request are to be used.
4. Unless otherwise arranged, property and equipment must be restored to original arrangement after use.
5. The use of school property will not be permitted when it interferes with school sessions
6. Entrance to building will not be permitted to any persons except on authority of an officer or individual (of the requesting organization) named in this request, nor at any time except as specified in this request.
7. Only the Board of Education has authority to grant permission to use school property and equipment for other than school functions and use.
8. Dates and times of school functions have precedence.
9. Lessee agrees to pay the amount stipulated in the fee schedule for the use of school property to the Treasurer of the Board of Education.
10. ALL REQUIREMENTS OF THE BOARD OF EDUCATION'S COMMUNITY USE OF SCHOOL FACILITIES POLICY AND REGULATIONS MUST BE FOLLOWED. THE GROUP AND ITS MEMBERS HAVE BEEN PROVIDED WITH A COPY OF SAME AND AGREE TO ABIDE BY THEM.

AS AN AUTHORIZED REPRESENTATIVE OF THE GROUP REQUESTING THE USE OF SCHOOL FACILITIES, I HEREBY AGREE TO FOLLOW THE RULES, REGULATIONS AND CONDITIONS SET FORTH BY THE STOW-MUNROE FALLS CITY SCHOOL DISTRICT BOARD OF EDUCATION.

Name of Organization: _____

By: _____ Date: _____
(official authorized to make request)

Lessee, and if Lessee is a group, each of the undersigned jointly, individually, and on behalf of Lessee and each and every member of Lessee, agrees to release, discharge, indemnify and hold harmless the Stow-Munroe Falls City School District Board of Education and the Board's agents and employees from liability, claims, demands, damages, or costs, including but not limited to reasonable attorneys' fees, for, or arising out of, the use of the school facilities and/or property whether the same be caused by the negligence of Lessee or its member(s), its agents, or its employees, or by the Stow-Munroe Falls City School District Board of Education or its members, its agents, or its employees, or otherwise.

Signed _____ Signed _____

Email address _____

Please provide the district with a copy of your insurance stating Stow-Munroe Falls City Schools as an additional insured. The Stow-Munroe Falls City School District Board of Education suggests that the lessee investigate the procurement of individual liability insurance coverage with their carrier.

FOR OFFICE USE ONLY

ACCEPTED ON _____ REJECTED ON _____

BUSINESS MANAGER _____

PLEASE SEE THAT A CHECK OR MONEY MADE OUT TO TREASURER, STOW-MUNROE FALLS CITY SCHOOL DISTRICT IS RECEIVED IN THE BUSINESS OFFICE NO LATER THAN 14 CALENDAR DAYS PRIOR TO THE EVENT.

