

Liberty Center Schools

P. O. Box 434
Liberty Center, OH 43532
Phone: 419-533-5011

School Facility/Equipment/Requested _____

Date and Day Requested _____

Event Times: From _____ to _____

Set Up Times: From _____ to _____

SPACE REQUESTED:

- Old Gymnasium New Gymnasium Classroom
- Kitchen Cafeteria Area Multi-Purpose Room
- Old Commons Area Little Theatre Metal Bldg / Weight Room
- Other

Purpose: _____

Approximate number expected for activity: _____

Is this a dinner meeting? Yes No Light refreshments? Yes No

Special Arrangements: _____

Name of Organization _____

Person Responsible _____

(The above person agrees to be responsible for clean-up, repair, and/or replacement of any damaged school property. It is understood that the extent of damage will be determined by the Superintendent. The above person also agrees that neither the Liberty Center Board of Education nor its employees will be held responsible for personal injuries occurring during or as a result of the use of school property, equipment, or facilities.)

Signature _____

Address _____

Telephone Number _____ Date of Application _____

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FOR OFFICE USE ONLY

Approved _____ Not Approved _____

Superintendent's Signature _____ Date _____

Name of school official to be present at activity _____

Available in Superintendent's Office

REGULATIONS: NON-SCHOOL GROUPS' USE OF SCHOOL FACILITIES AND EQUIPMENT

1. The request for use must be submitted two weeks in advance to the office of the superintendent of schools.
2. School student functions have priority for use of facilities and equipment.
3. An employee of the Board must be on duty whenever a school building or school stadium is used by an organization or group.
4. Custodians and/or cooks are paid from the time they begin work until they are able to leave; not from the time the activity begins and ends.
5. Groups shall pay for any damages to facilities or equipment.
6. No set ups for activities may begin until school is dismissed for the day, and students have left the building.
7. No groups shall, under any circumstances, tamper with any controls.
8. There will be no smoking in school buildings.
9. No alcoholic beverages are permitted.
10. Groups must present evidence of liability insurance or sign a waiver of liability.
11. Group must guarantee orderly behavior.
12. Groups must pay established fees and hourly rates.

SCHEDULE OF CHARGES

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<u>Facility</u>	<u>Community & Family</u>		<u>Non-Community/Non-Family</u>	
Gym (old)	\$175.00	+custodian	\$225.00	+custodian
Gym (new)	\$225.00	+custodian	\$300.00	+custodian
Multi-Purpose Room	\$25.00	+custodian	\$35.00	+custodian
Kitchen only	\$10.00	+custodian	\$15.00	+cook
		+cook		+custodian
New cafeteria/commons	\$25.00	+custodian	\$35.00	+custodian
Classroom	\$10.00	+custodian	\$15.00	+custodian
Little Theatre	\$25.00	+custodian	\$35.00	+custodian
Stadium	\$75.00	+custodian	\$150.00	+custodian
		+lights	\$500.00	+lights

Custodial rate: \$ per hour

Cook rate: \$ per hour

Band Boosters, Athletic Boosters, and PTO: No charge weekdays, custodial and/or cook rates
for Saturdays, Sundays, and Holidays

Boy Scouts, Brownies, Girl Scouts, 4-H: No charge weekdays, custodial and/or cook rates
for Saturdays, Sundays, and Holidays.

Checks should be made payable to "Liberty Center Board of Education"