

LICKING HEIGHTS LOCAL SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES

The, _____ shall herein after be referred to as the "User".
(Group or organization)

The User hereby agrees to indemnify and hold harmless the Licking Heights Board of Education and its agents and employees from all liability, claims, demands, damages or costs, for, or arising out of the use of the Licking Heights facilities whether it be caused by negligence of the User or Licking Heights Board of Education or either party's agents or employees or otherwise.

PLEASE READ THE ATTACHED REGULATIONS BEFORE SIGNING

Fees: All fees for building use are *payable one week in advance* to the *Licking Heights Board of Education*
Address to: Treasurer – LHSD, 6539 Summit Road, Pataskala, Ohio 43062

(Legible signature of legally responsible person representing organization)

Date

Please describe the activity you have planned: _____

Is this a fund raiser for your organization Yes _____ No _____

Address of organization _____

Contacts for Organization Home: _____ Business: _____

Cell: _____ Email: _____

* Requested Date(s) _____ Day of the Week (circle): Mon / Tue / Wed / Thur / Fri / Sat / Sun

** Hours Desired From _____ To _____

Building & Area Desired _____

Equipment needs/Special needs _____

* If for any reason, weather or otherwise, the User is unable to fulfill the approved requested date(s) and make-up time is desired, the User must reschedule that date with the District Office.

** Due to unavoidable delays, a school activity may still be in progress at your appointed time. Users may not enter the building/area before their assigned time. Users must stay out of the area of the activity until that activity is finished. You are assured of getting your number of hours once the area is cleared for your activity.

Cleaning of Areas:

You need to make sure that the area you are responsible for is clean when your activity is over.

Indoor Activities: All equipment is put away properly. All table and chairs are wiped and trash has been disposed. Floors are clear of any debris or decorations you may have used. Any posters, wall decorations, etc. are taken down and properly disposed.

Outdoor Activities: All equipment is put away properly. All tables, chairs, bleachers, and grounds are clear of trash and debris is thrown away. All trash must be bagged, closed tightly and placed in area near the trash cans so that school employees will be able to see them and dispose of them properly. All sporting equipment is taken back into the buildings and put away.

Food and Drink in the Gymnasiums:

Please be advised that there is **NO FOOD OR DRINK ALLOWED** in any of the Licking Heights gymnasiums, participating athletes should have **water only**.

It is the responsibility of the organization holding the event to announce this at the beginning of the event notifying all participants and spectators of this rule.

Acknowledgement of policy, **legible signature required:**

Print name:

Building & Grounds: Yes: _____ No: _____

Approved / Disapproved: _____
Superintendent

Date: _____

Facility Use Secretary Contact: Melissa, Office Number: 740-963-3431, Email: mrobey@lhschools.org

