



Warrensville Heights City Schools

4500 Warrensville Center Road, Warrensville Heights, Ohio 44128

Phone: 216.865.4724 Fax: 216.921.5902

Application for Use of School Premises

School Building Requested _____ Date of Application _____

Applicant Name _____ Email _____

Address _____ Phone () _____

Name of Sponsoring Organization _____

Address of Sponsoring Organization _____

Sponsors in Facilities Use Groups 2 and 3 (see Fee Schedule), with participants age 18 and under must have liability insurance. Sponsors with participants age 18 and over must sign a Waiver of Liability form.

EIN/TIN _____ Website _____

Insurance No. _____ Policy No. _____

Insurance Company _____

Check Area Required

Auditorium Gymnasium Classroom(s) Cafeteria Swimming Pool Other _____

Check Additional Services Required

Custodial Services Cafeteria Workers Sound System Stage Lighting

Restrooms Police Lifeguard(s)

Explain in detail what the premises will be used for (Attach sheet if needed): _____

Explain what sound equipment or stage lighting is needed: _____

Date(s) to be used: From _____ To _____

Day(s) to be used: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time to be used: From _____ (a.m. / p.m.) To _____ (a.m. / p.m.)

Time building needs to be open: _____ (a.m. / p.m.)

Admission Charge: Yes No Amount Charged _____ Number of Persons Anticipated _____

For what purpose will the proceeds be used? _____

If Cafeteria is needed, will food be: Prepared in Kitchen Brought in Coffee Only

ATTENTION:

The Undersigned agrees to abide by the conditions for use of school premises, as set forth in Board policy, and agrees to protect the premises and indemnify the Board for any damages due to the use of the premises. It is understood and agreed to by the applicant that permission to use the premises may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages or expense whatsoever. The applicant further agrees to protect, indemnify and hold harmless the Board, its members, and district employees for any and all claims, liabilities, damages, or rights of action directly or indirectly related to the use of the premises.

Applicant Signature _____ Date _____

Do Not Use Space Below

Approvals

Principal: _____

Date: _____

Business Office: _____

Date: _____

Distribution: Business Office / Applicant

Business Office (Fees)

Custodial: _____ Total Fees: _____

Building: _____ Notification Sent: _____

Audio Visual: _____

Cafeteria: _____

Security: _____

Other: _____

