APPLICATION FOR USE OF SCHOOL DISTRICT/COMMUNITY FACILITIES

FOR SCHOOL & COMMUNITY USE ONLY

Ottawa Hills Local Schools • (419) 536-6371 Office of Village Life • (419) 537-9852
For Community Room or Scout House – Return to Office of Village Life
For all other facilities – Return to Building Principal

Event Description:

Event Location:
(Building/Room/Field)

Date(s) of Event:

Room Set-Up:

Please note: No custodial services are available on the weekend.

Time of Event: From: ☐AM ☐PM **To:** ☐AM ☐PM

Reserve Facility: From: ☐AM ☐PM **To:** ☐AM ☐PM
(if different than event time)

Number Expected:

Special Equipment (please list):

Calendar Category: ☐ **Elementary School** ☐ **High School** ☐ **District** ☐ **Community**

Applicant is responsible for supervision of the above activity, for the conduct of persons present at the activity, and for any damage which may result to school property. Applicant further agrees to be responsible for all charges that may be made.

Applicant agrees to indemnify and hold harmless the Ottawa Hills Board of Education and its agents and employees from all liability, claims, demands, attorney fees, or costs for, or arising out of, or occurring during the Applicant's use of school facilities, whether caused by the negligence of indemnitor or Ottawa Hills Board of Education or either party's agents or employees, or otherwise. I understand that this permit does NOT include accident, liability or personal property insurance. Furthermore, I understand that neither the Board of Education nor any of its agents or employees shall be liable in the event of an accident, personal injury or loss of personal property at any site where activities are held, and Applicant hereby releases Ottawa Hills Board of Education, its agents and employees from any claims in connection with same. If required by the Ottawa Hills Board of Education, Applicant shall obtain from each participant in the activity a signed waiver and release, in a form prescribed by the Board of Education, which waives any and all claims against the Board of Education and releases the Board of Education from liability in connection with Applicant's use of school facilities. All such waivers must be provided to the Board of Education prior to Applicant's use of school facilities.

☐ I have read and accept the application disclaimer. **Date:**

Name of person responsible for event:

Contact Information: Home #: Cell#: E-mail:

Office Use Only: Approved: ☐ Principal or ☐ Village Life ☐ Calendar ☐ Custodian