

SOUTHWEST LOCAL SCHOOL DISTRICT

BUILDING / FACILITY RENTAL APPLICATION

Event Name _____

Sponsor/Organization _____

Contact Person _____ Work Phone _____ Home Phone _____

Cell Phone _____ E-Mail Address _____

Billing Address _____

Building Requested _____

Room(s)/Area(s) Requested in Building _____

Date of Event _____ Set-Up Time _____ Start Time _____ End Time _____

(Attach a detailed list of multiple dates and times, if applicable)

Public or Private Event? _____ Estimated Number of Attendees _____

Estimated percentage of attendees who reside in the Southwest Local School District (proof required) _____

Will tickets be sold/admission charged for this event? _____ If yes, how much? _____

Is there a desire or plan which includes the serving or selling of food products by the Sponsor or Organization at this event? _____ If so, complete and attach a detailed explanation.

- Food products served at no charge by outside groups must receive prior approval.
- The **SALE** of concessions or food products is **NOT** permitted by outside/non-school groups in the Activity Center.

Please note that food and drinks are never permitted in our gymnasium or auditorium facilities!

Refusal to abide by this policy may result in disapproval of future requests.

Please be sure to read the following policy carefully before signing your request.

It is mandatory, for the protection of the above named sponsor/organization, that appropriate liability insurance be purchased, and a certificate of insurance indicating Southwest Local Schools as an additional insured, be furnished with this application. The above named sponsor/organization also agrees to indemnify and hold harmless the Southwest Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

Police required by Southwest Local School District _____ Cost _____

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- A \$100 application fee (check or money order only) must accompany this application. Make payable to Southwest Local Schools.
- Estimated charges for facilities, equipment and personnel will be determined after meeting with the Director of Facilities. Final costs will be assessed after the rental period.
- The user shall be charged for at least two hours of time, in addition to the hours of occupancy by members or attendees of the event in question, to open and close the building when activities are scheduled outside of regular work hours. On Saturday and Sunday, the minimum event time is two hours when custodial services are required. The minimum event time for an auditorium rental/technician is four hours.

I, _____, as representative of _____, have been given the authority and do willfully agree to indemnify and hold harmless the Southwest Local School District and their agents and employees from all liability, claims, demands, damages, or cost for, or arising out of, the use of the Southwest Local School District's buildings or grounds, whether it be caused by the negligence of the indemnitor or the Southwest Local School District or either parties' agents, employees or otherwise. The group understands that they assume any and all risks taken while using the facility, and the execution of this document acknowledges the assumption of every and all risk.

Signature of Sponsor _____ Date _____

Administrative Signature _____ Approval Date _____

FOR TREASURER'S OFFICE USE ONLY

Date Billed _____
Amount Billed _____
Date Paid _____

SCHEDULER USE ONLY

FUS	AF	INS	PRIN	CUST	CLIENT	TECH	AUD
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