



FACILITY USE APPLICATION FORM

**User Profile**

Name of organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Facility Use Application**

Will a fee be charged for the event? (If YES how much): \_\_\_\_\_

Building(s) requested: \_\_\_\_\_

District facility requested (specify rooms and/or areas): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Hours requested : \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Will you employ individuals to work the rental event? \_\_\_\_\_ If YES, please attach the appropriate proof of Worker's Compensation coverage from the State of Ohio

Will there be any serving or selling of any food products by the Sponsor or Organization at this event? \_\_\_\_\_ If YES, please attach the appropriate form.

- Food products served at no charge by outside group must receive prior approval.
- The sale of Concessions or Food products must be pre-approved by the Child Nutrition Department (Click for the Application or here for a Printable Form).

Please note that drinks are not permitted in our gym or theatre facilities.

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

Purpose of request: \_\_\_\_\_

Special services or equipment requested (NOTE: As a school district, we may not be able to accommodate all service or equipment requests): \_\_\_\_\_

**THIS APPLICATION ONLY COVERS THE DATES, TIMES, ROOMS, AND EQUIPMENT LISTED.  
ANY ADDITIONS WILL RESULT IN ADDITIONAL CHARGES**

**Please indicate the Rental Rate Level under which you believe you/your group applies.  
AN ANNUAL \$10 USER PROFILE FEE FOR GROUPS 2, 3 and 4  
WILL BE ADDED TO THE FIRST INVOICE.  
CHECK OR MONEY ORDER ONLY – PAYABLE TO: LAKOTA LOCAL SCHOOLS  
THE DISTRICT RESERVES THE RIGHT TO COLLECT A DOWN PAYMENT.**

\_\_\_\_\_ Group 1      \_\_\_\_\_ Group 2      \_\_\_\_\_ Group 3 \_\_\_\_\_ Group 4

The charges indicated are estimates only. Final cost will be determined at the time of final invoicing. Each user shall be charged at least one hour of personnel charge, in addition to the hours of the regular scheduled event. All fees are calculated on a per hour basis. Final invoices will include additional fees accrued due to the cleaning of the facilities. Lakota has final determination for Group classification.

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ANY ADDITIONS WILL RESULT IN ADDITIONAL CHARGES**

***Hold Harmless Agreement (This section must be completed by the Applicant.)***

\_\_\_\_\_ (Renter) agrees to indemnify the Lakota Local School District Board of Education (the "Board"), its members, employees and agents and to forever hold them harmless from and against all expenses, liabilities, claims, suits or judgments of every kind whatsoever, including attorney's fees and court costs, by or on behalf of any person, firm or corporation, arising out of Renter's use of the facility, including any acts or omissions of the Board, its members, employees or agents. This indemnification shall be construed to apply to the fullest extent permissible by law. Renter shall be liable for reasonable attorney's fees and the cost of litigation associated with enforcement of the obligations set forth in this Agreement.

Renter hereby represents and acknowledges that Renter fully understands the terms of this Agreement and their significance. Renter further acknowledges that Renter has received a copy of Lakota's Facilities Use Regulations and Guidelines and agrees to abide by said Regulations and Guidelines.

Renter's signature: \_\_\_\_\_ Date: \_\_\_\_\_