

# MAUMEE CITY SCHOOL DISTRICT

## APPLICATION FOR USE OF SCHOOL FACILITIES 2017-18

**The right to deny an application or cancel an activity at any time is reserved by the Board of Education**  
**Please print neatly and clearly**

Organization name \_\_\_\_\_ Today's Date \_\_\_\_\_

Person in charge \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

School building requested \_\_\_\_\_ Type of activity to be held \_\_\_\_\_

Person submitting request \_\_\_\_\_ Admission Charged? \_\_\_\_\_ (if yes, submit details on a separate sheet)

Time range requested (include set up and clean up) Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

Activity Start time \_\_\_\_\_ Activity end time \_\_\_\_\_

*A copy of the approved permit will be sent to you electronically. Please clearly print your email address above.*

**Clearly circle the days requested.**

<u>July 2017</u>							<u>August 2017</u>							<u>September 2017</u>							<u>October 2017</u>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5							1	2							1
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
30	31																											

  

<u>November 2017</u>							<u>December 2017</u>							<u>January 2018</u>							<u>February 2018</u>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2		1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28				
							31																					

  

<u>March 2018</u>							<u>April 2018</u>							<u>May 2018</u>							<u>June 2018</u>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

**Mark (X) all facilities needed:**

- |  |   |                                       |                                    |
|--|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> PAC Theatre       | <input type="checkbox"/> Gymnasium              | <input type="checkbox"/> Media Center | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> PAC Lobby         | <input type="checkbox"/> Auxiliary gym          | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen*  |
| <input type="checkbox"/> Classroom # _____ | <input type="checkbox"/> Locker rooms / Showers | <input type="checkbox"/> Grounds      | <input type="checkbox"/> Snack Bar |

\* A separate form for catering must be completed.

List specific needs for activity (i.e., tables, chairs, microphone, custodial, etc.)

\_\_\_\_\_

\_\_\_\_\_

For more detailed tech needs, please check here and a PAC employee will contact you.

**MAUMEE CITY SCHOOL DISTRICT  
HOLD HARMLESS AGREEMENT AND AGREEMENT TO ABIDE BY SECURITY REGULATIONS**

**\*This section does not need to be completed/signed if this is a MCSD event requested by MCSD employee.**

FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Maumee Board of Education \_\_\_\_\_ (*indemnitor/group*) hereby agrees to save, indemnify and HOLD HARMLESS the Maumee Board of Education and its agents, representatives, members and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for, or arising out of indemnitor's use of \_\_\_\_\_ (*name of school building*) for the purpose of \_\_\_\_\_ (*state nature of event or activity*) held on \_\_\_\_\_ (*date/dates of activity*) whether it be caused by, or as a result of, the negligence of indemnitor, or the Maumee Board of Education, or either party's agents or representatives, employees or otherwise.

SECURITY REGULATION - Outside doors may NOT be propped open during evening meetings and classes. The outside door shall be unlocked for only one-half hour - the 15 minutes before and 15 minutes after the activity begins. It is the permit holder's responsibility to personally admit late arrivals or designate someone to do so. This ensures the security of our buildings and the safety of those participating in evening activities. All areas of the property are subject to be monitored by video surveillance cameras except restrooms, locker rooms, dressing rooms, and individual classrooms.

I have read the Security Regulation and agree to abide by it. I understand that violation of this rule may result in immediate cancellation of this building permit.

Signature \_\_\_\_\_

I understand the regulations governing the use of school facilities, have completed the "Hold Harmless Clause/Agreement to Abide by Security Regulation" at the top of this form, and hereby agree to all terms and conditions. Proof of comprehensive liability insurance in amounts not less than \$500,000/individual and \$1,000,000/aggregate claim is attached if applicant is not a school-sponsored group.

Signature \_\_\_\_\_

\*The Maumee City School District has a contract with Pepsi. Beverages brought into the MCSD facilities should be Pepsi products. Thank you.

**\*Please return this application to the building principal where the activity is to take place at least 10 days prior to the event.**

<b>FOR OFFICE USE ONLY</b>			
Building Principal:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
PAC Theatre Manager:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
Superintendent/Designee:	Approved _____	Signature _____	Date _____
	Reason Denied _____		
<i>Charges to be set and billed by the business office.</i>	Space Rental \$ _____	Spec. Equip. \$ _____	Other (    ) \$ _____
	Est. Custodial Wages \$ _____	Kitchen \$ _____	Est. Total Cost \$ _____

Copies:

Person in Charge

Building Principal

Building Engineer/Custodian

Buildings & Grounds Supervisor

Food Service Supervisor (if applicable)

Rev. 4/17/17