

BROOKLYN CITY SCHOOL DISTRICT
Board of Education, 9200 Biddulph Road, Brooklyn, Ohio 44144, Phone: 216-485-8155
REQUEST FOR PERMIT FOR USE OF SCHOOL PREMISES

PREMISE REQUESTED: [ ] HIGH SCHOOL [ ] PRE K - 7 [ ] OUTDOORS
AREA(S) REQUESTED: [ ] Auditorium [ ] Cafeteria - Pre K-7 [ ] Track - Stadium\*
[ ] Treasurer's Conf. Rm. [ ] Serving Kitchen - Pre K-7\* [ ] Turf - Stadium\*
[ ] Board Conf. Rm [ ] Rm. 222 - Pre K-7 [ ] Home Concessions - Stadium\*
[ ] Cafeteria - H.S. [ ] Rm. 225 - Pre K-7 [ ] Visitor Concessions - Stadium\*
[ ] Kitchen - H.S.\* [ ] Gym East - Pre K-7 [ ] Field Lights - Stadium\*
[ ] Rm. 173 - H.S. [ ] Gym West - Pre K-7 [ ] Scoreboard - Stadium\*
[ ] Rm. 273 - H.S. [ ] Locker Rm Boys Pre K-7 [ ] Sound System - Stadium\*
[ ] Gym H.S. [ ] Locker Rm Girls Pre K-7 [ ] Vars. Baseball Field
[ ] Locker Rm Boys H.S. [ ] Pre K-7 Rm No. \_\_\_\_\_ [ ] Practice Football Field - Stadium (West)
[ ] Locker Rm Girls H.S. [ ] Pre K-7 Rm No. \_\_\_\_\_ [ ] Practice Field - Stadium (Other)
[ ] H.S. Rm No. \_\_\_\_\_ [ ] Pre K-7 Rm No. \_\_\_\_\_ [ ] Practice Field - H.S. Pre K - 7 (North)
[ ] H.S. Rm No. \_\_\_\_\_ [ ] Other \_\_\_\_\_
[ ] H.S. Rm No. \_\_\_\_\_

Extra Needs: [ ] Audio/Visual Aids \_\_\_\_\_ [ ] P. A. System \_\_\_\_\_ [ ] Showers \_\_\_\_\_
[ ] Refreshments \_\_\_\_\_ [ ] Other \_\_\_\_\_

Day(s) of Week \_\_\_\_\_ Date(s) \_\_\_\_\_
(USE SEPARATE SHEET IF NECESSARY TO LIST DATES)

Time(s): From \_\_\_\_\_ a.m. [ ] \_\_\_\_\_ p.m. [ ] To \_\_\_\_\_ a.m. [ ] \_\_\_\_\_ p.m. [ ]

Event \_\_\_\_\_ Expected Attendance at Event \_\_\_\_\_

Requests/Instructions \_\_\_\_\_

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[ ] Certificate of Liability Insurance Needed For District Use Only:
Organization: \_\_\_\_\_ \*Rental Fees /Additional Charges (if applicable)
Sponsor \_\_\_\_\_ Rental/Other Charges \$ \_\_\_\_\_
(Person responsible for event)
Address \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_
(Sponsor's address)
Phone \_\_\_\_\_ Paid in Full \$ \_\_\_\_\_ Date \_\_\_\_\_
Day Night

The organization agrees to indemnify and hold harmless the Brooklyn Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for or arising out of any person or property in or about the School District premises, from any cause whatsoever.

I have read and understand the rules and regulations summarized ON THE REVERSE SIDE OF THIS FORM and agree to abide by them. The School District reserves the right to make changes in fees and regulations due to increases in costs or current conditions.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal/Administrator/Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Signature/Permit issued by \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:
[ ] Permit Holder [ ] Principal [ ] Custodian [ ] Business [ ] Cafeteria [ ] AV [ ] Police Dept. [ ] Fire Dept. [ ] Other \_\_\_\_\_

## **BROOKLYN CITY SCHOOL DISTRICT COMMUNITY USE OF SCHOOL PREMISES REGULATIONS**

The following is excerpted from the Brooklyn City School District Board Policy manual. The complete policy is available upon request from the Brooklyn City School District if further information is desired.

Your responsibility as a member of the community, renting or using these premises, is to respect and protect them, to care for school property and equipment and encourage others to do the same. We encourage use of these premises, as well as your participation in programs offered within these premises, which your tax dollars have helped to construct and maintain.

The rules and regulations of the Brooklyn City School District regarding use of school premises are made in accordance with Section 3313.75 through 3313.79 of the Ohio Revised Code.

School premises are not for rent for commercial use or for individuals or private businesses conducting programs for profit.

Drinking of alcoholic beverages, use of drugs, gambling and use of profanity are prohibited on school property.

The Board of Education has established a PREMISES RENTAL FEE SCHEDULE to cover overhead (heating, lighting and maintenance) and salary (cleaning and custodial) costs for those individuals, groups and/or organizations utilizing school premises. Information regarding fees is available upon request. A deposit may be required in advance.

Groups must clean up and be out by the time stated on permit; abuse of rental time may result in cancellation of a permit.

Cancellations should be made by rental organizations at least twenty-four (24) hours in advance. If costs are incurred by the District due to cancellations with less than twenty-four (24) hours notice, the actual cost will be billed to the organization.

The Superintendent may require any organization utilizing school premises to provide parking attendants, fire and police supervision and liability insurance if he feels the crowd or program warrants such.

Where insurance is required for school premises usage, the renting organization must provide a public liability policy of not less than \$500,000 single limit liability. A certificate of insurance is to be issued to the Brooklyn City School District Board of Education with the Board named as an additional insured. The certificate of insurance must provide for a 10-day cancellation notice to the Board.

Organizations renting the Stadium Complex may be required to provide a certificate of insurance covering the renting organization against liability in the amount of \$1,000,000, single liability, which will protect the organization, as well as having the Board of Education named as an additional insured so that the Board of Education is also protected.

The certificate or insurance must provide for a ten (10) day cancellation notice to the Board. These policies can be written by most insurance carriers.

The responsible adult person ("sponsor" - must be at least 21 years of age) affixing his signature to the "PREMISES FACILITIES USE AGREEMENT" form shall be the responsible representative of the organization using the premises, who assumes these risks and liabilities aforementioned in the name of said group or organization.

Refreshment centers are not for rent within the school premises. Requests for providing table concessions for rental events must have special approval by the Superintendent's office. Arrangements to rent the kitchen premises requires coordination with the Supervisor of Food Services, and may necessitate the employment of cafeteria personnel.

Technical and special services, e.g., stage lighting, sound equipment, school-owned a-v equipment, setting up chairs, tables, risers, etc., shall be charged at prevailing hourly rates of the District personnel. Custodians will open, prepare and close the building/premises per instructions on the permit.

An approved copy of the premises use permit shall be handed, or forwarded by mail, to the "sponsor" of the organization requesting permission to use the premises.

The Brooklyn City School District Board of Education reserves the right to reject or cancel any application for use of school premises for any reason. The rejection or cancellation shall result in the refund of prepaid fees in total or appropriate portion thereof, to the "sponsor" member of the organization. The Board of Education reserves the right to add additional regulations or restrictions at any time that are deemed necessary for the safety of people, protection of school property and the general welfare of the community, including the cancellation of any permit.

**THIS IS A SUMMARY OF REGULATIONS. PLEASE REFER TO THE COMPLETE LISTING OF REGULATIONS ON FILE AT THE BOARD OF EDUCATION, AS THE SPONSOR ASSUMES RESPONSIBILITY TO FOLLOW ALL REGULATIONS.**

