

APPLICATION PROCEDURE:

- 1 - Application shall be made in person at the superintendent's office. Permission to apply by mail may be granted to regular users (PTA, Girl Scouts, C.A.A. etc.).
- 2 - Application must be made whether or not fees are to be charged.
- 3 - **LIABILITY INSURANCE** of \$100,000/\$300,000 must be provided by the renter/user. Certificate of insurance must be in the Board of Education office before the event is held.
- 4 - It shall be the responsibility of the superintendent or his/her designated representative to check each application against the activity calendar maintained by the principal of the building requested.
- 5 - Copies of the application/permit shall be given to:
 - a. treasurer's office
 - b. renter/user (bring to building on the day of the event)
 - c. principal
 - d. head custodian
 - e. maintenance supervisor
 - f. athletic director
 - g. auditorium director

GENERAL REGULATIONS:

- 1 - Set-up and clean-up time, as well as rehearsal time, must be included in the application. Charges for these times are the same as for the actual event.
- 2 - Special equipment such as microphones and lighting must be requested when application is made. Special requests may require additional costs.
- 3 - Equipment shall not be moved from one building to another.
- 4 - Use of cafeterias for meetings will be restricted to dining areas. The serving area of a kitchen may be used only under the supervision of the cafeteria manager or a member of his/her staff.
- 5 - Smoking is not permitted on the property of the Copley-Fairlawn City School District.
- 6 - Alcoholic beverages of any type are not permitted on the property of the Copley-Fairlawn City School District.
- 7 - Decorating materials must have the custodian's approval and must be flameproof.
- 8 - Activities shall be closed and the building vacated by the time the permit expires.
- 9 - Holders of the permit shall be responsible for the control of their own parking. The enforcement of no parking in fire lanes is also the responsibility of the permit holder.
- 10 - It shall be the responsibility of the permit holder to make his/her own arrangements for police protection.
- 11 - Permit holders will confine use strictly to that area of the building and to the equipment specified in the permit.
- 12 - A custodian must be on duty when a building is open. A cafeteria worker must be on duty when kitchen facilities are used.
- 13 - Necessary snow removal will be the responsibility of the renter/user.
- 14 - All checks are to be made payable to the Copley-Fairlawn City Board of Education. The renter/user will be billed after the event is held.

COPLEY-FAIRLAWN CITY SCHOOL DISTRICT

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Name of applicant:		Date:
Address:		Phone:
City, State Zip:	E-Mail:	
School facilities desired:		
Note any specific needs: number of rooms, special equipment, etc. (Special requests may require additional costs).		
Date(s) desired:		
Hours of event -- From:		To:
Total hours required including set-up and clean-up times -- From:		To:
Purpose/type of program:		
Number of participants/size of audience expected:		
Will admission or participation fee be charged?		If so, how much?
Is your organization chartered as non-profit?		
Are you planning any special security supervision for this event?		
<p><i>I affirm that I have authority to represent the above-named organization, that I have been authorized to make this application and the rules of the Board of Education for use of the facilities requested will be enforced. I, or the organization I represent, agree to be responsible for the supervision of the event, for the conduct of all persons present, and for any damage which may result to school property. I/we understand that if there is a conflict with a school event, the school has priority on the use of facilities and further read and concur with the conditions outlined on the reverse side of this application and permit.</i></p>		
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Signature of Applicant: </div>

APPROVALS (FOR OFFICE USE ONLY):		Building Principal:	Date:
Treasurer:	Date:	Business Manager:	Date:
Rental Fee:	Custodial Charge:	Superintendent:	Date:
		Approval mailed to applicant by:	Date:

Copies to: Maintenance Supervisor Treasurer Applicant Principal Custodian Dir. of Food Service
 Athletic Director Auditorium Director