

Riverside Local Board of Education
APPLICATION FOR USE OF SCHOOL FACILITIES

Date _____ (Please submit completed form to Building Principal at least 2 weeks in advance of first use.)

Name of Organization _____

Address _____ Telephone _____

Type of Organization _____
(Civic, Educational, Private, Religious, Commercial, Fraternal, Professional, Other)

Person in Charge _____ (This is the contact person making arrangements)

Mailing Address _____

Daytime Phone number _____

Building Requested _____ Purpose _____

Please note: Any and all activities for students and student groups of the Riverside Local Schools will take precedence over the activities of any other organization approved for facility use. Approved bookings are subject to cancellation if a school group is later determined to need the facility for the date(s) and times (s) in question.

Area Requested _____ Equipment Requests _____
(Auditorium, Gymnasium, Cafeteria, Lecture Room, Football Field, Baseball Field, Classroom, Other (Specify))

Day of Week _____ Times Requested : Beginning _____ a.m.-p.m. Ending _____ a.m.-p.m.

List each date Requested _____

Number of People Expected _____ Will there be an admittance or donation fee? _____

Does organization have liability insurance? _____

If YES – Carrier _____ Amount _____ Include copy with application

If NO liability insurance the Hold Harmless Agreement below MUST be completed.

HOLD HARMLESS AGREEMENT (See above): The above organization (the indemnifier) agrees to indemnify and HOLD HARMLESS the Riverside Local Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the use of the above facility, whether it be caused by negligence of the indemnifier or the Riverside Local Board of Education or other party's agents or employees, or otherwise.

_____ **Indemnifier's Signature** Date _____

OBLIGATION AGREEMENT – FOR ALL GROUPS: As the authorized representative of the above group, I fully realize that any and all damages to the property of the Riverside Local Board of Education as a result of this facility rental is the responsibility of individual and organization making use of the facility.

_____ **(Signature of Person in Charge)** Date _____

APPROVAL

Principal _____ Approved _____ Not Approved _____ Date _____

If approved, the following exceptions/conditions will apply: _____

Maintenance Supervisor Approval _____ Date _____

Treasurer / Board of Education Approval _____ Date _____

PLEASE NOTE: When approved, the person in charge of the group will receive a copy of the application and notification regarding any fees associated with the usage. Once approved, the person in charge of the group should have a copy of the approved application in the possession when using the facility.

RENTAL SCHEDULE

Non –school groups may be required to pay a rental fee. Group representatives may contact the Maintenance Office at 440-357-1556 to discuss the possibility of a fee prior to submitting this application.

**RIVERSIDE / JOHN R. WILLIAMS CAMPUS
LA MUTH MIDDLE SCHOOL**

Auditorium	\$100.00 per day	Auditorium	\$50.00 per day (rehearsals)
Classrooms	\$ 25.00 per day	Lecture Room	\$50.00 per day
Cafeteria**	\$ 75.00 per day	Gymnasium	\$75.00 per day if admission is charged or \$12.50 per hour for recreational purposes.

ALL OTHER BUILDINGS

Classrooms	\$ 25.00 per evening	Elementary Gymnasium	\$30.00 per evening or \$12.50 per hour for recreational purposes.
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WAGES CHARGED

All of the above rates are subject to an additional amount of \$27.00 per hour for custodial services if no is regularly scheduled to be in the facility at the time of use.

** Cafeteria rental includes the kitchen and may also be subject to the wages of the cooks and other school personnel required in that setting. Please contact the Food Service Supervisor at 440-358-8211.