



Equipment and/or Facilities Use Request

“Outside Organizations”



School Equipment and Building Use Request(s) must be submitted to the Visitor’s Center or school building principal no less than two weeks prior to the date of the equipment use or event date.
“Students must have adult supervision for both set up and cleaning up.”

(A facility use charge of \$27.50 per hour, for a minimum of four (4) hours, is required for school facilities use on days when Custodians are not scheduled to work.)

Person in charge, Night and WO# _____
Requested by, Daytime
Contact Person: _____ Phone#(s) _____ Date of Request: _____

Address: _____

Organization: _____ Date(s) of Activity: _____

Activity Name: _____ Area/ Room to be used: _____

Check all that apply:

Actual Activity Hours: _____ Actual Time In Bldg.: _____ AM or PM Actual Time Out of Bldg.: _____ AM or PM

Total Participants Expected: _____ Adults: _____ Children: _____ Is there a setup **Diagram** attached? ___ Yes or ___ No
___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday - Series of day(s) ___ **Single day**, ___ **Weekly**, ___ **Monthly**

Is this a school sponsored activity? ___ Yes or ___ No. If yes, name of school trained person for **A.E.D.:** _____

Is an admission fee charged? ___ Yes or ___ No. If yes, what are the proceeds used for? _____

Will you be using the school kitchen? ___ Yes or ___ No. Is any other equipment requested? ___ Yes or ___ No (check list below)

Are refreshments being served, give details: _____

___ **Insurance Certificate attached/ supplied (if applicable) Amount \$** _____ **Carrier Name:** _____

“Proof of Liability Insurance, naming the school district (Cincinnati Central School as additional insured), needs to be attached if the organization is not associated with the School District – Minimum of \$1,000,000.00 per occurrence/ \$2,000,000.00 aggregate coverage.”

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/ She agree to be responsible to the District for the use and care of the facilities. He/ She, on behalf of the Organization listed above, does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/ or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of District’s property, facilities and/ or services by the Organization.

Organization or Individual

Contact Person Signature: _____ Date: _____

Equipment Checklist: Please check all that apply.

___ PA system ___ Podium ___ Microphones ___ Microphone Stands – (list location of stands): _____

___ Movie/ Projector Screen ___ Projector ___ Computer- If using a computer, is an internet hook up needed? Y or N ___ Bleachers _____

___ # of Tables ___ # of Folding Chairs ___ Other (list other): _____

___ Piano ___ Music Stand ___ Ladder (size ___ 6ft, ___ 8ft, ___ 10ft) ___ Extension Cord - (___ Size ___ Power Strip)

Kitchen Area Used:

___ Stove/ Ovens ___ Refrigerator ___ Freezer ___ Dishwasher ___ Sinks ___ Pots and Pans ___ Utensils ___ Serving Line

___ # of Trash Cans ___ Recycling Bins ___ Other (please list): _____

Outside Area Used:

___ Parking Lot(s) ___ Soccer Field(s) ___ Playground ___ Baseball/ Softball Fields ___ Courtyard ___ Bus Garage

___ Electricity Needed (___ 110v ___ 220v) ___ Water Hose Needed

Approval:

___ HS, MS, ES - Principal Signature: _____ Date Approved: _____

Cc: ___ Principal-HS, MS, ES, ___ Athletic Director ___ Food Service Manager ___ Superintendent of Buildings and Grounds ___ Business Office

___ **Calendar Approved/ Date:** _____

“Firearms, Tobacco, Alcohol, and/or Illegal Substance Use is Prohibited on Cincinnati Central School Property.”

“Cincinnati Central School – Striving to meet children’s needs, awaken their minds and touch their hearts.”