



21740 ST. Rt. 676, Marietta OH 45750

740-373-2766

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www.thecareercenter.net

APPLICATION FOR USE OF SCHOOL PREMISES

**“SMOKE & TOBACCO FREE – FACILITY & GROUNDS”**

Name of organization requesting premises \_\_\_\_\_

Name of person making request \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Purpose \_\_\_\_\_ Expected attendance \_\_\_\_\_

Date (s) needed \_\_\_\_\_ Time (s) needed: Begin \_\_\_\_\_ End \_\_\_\_\_

Premises Requested:

Classroom \_\_\_\_\_ Commons (DCB or Annex) \_\_\_\_\_ \*Kitchen \_\_\_\_\_ Outdoor Classroom \_\_\_\_\_ Other \_\_\_\_\_

\*In order to use the kitchen premises, there must be a supervisor present.

Equipment Needs:

Laptop \_\_\_\_\_ Projector \_\_\_\_\_ Microphone \_\_\_\_\_ Podium \_\_\_\_\_ Other \_\_\_\_\_

**Up to \$30/ hour charge may be charged if a Career Center employee is not in attendance at the function.**

Use of premises provisions:

1. No rentals of use of buildings shall be made which will interfere with the educational programs of the school.
2. No school building will be open unless a regular Career Center employee is responsible for the building or administrator is present.
3. The Board of Education requires groups or individuals using school property to have liability insurance with the district names in the policy as an additional insured. The Board shall receive a Certificate of Insurance from the group’s insurance company plus a copy of the additional insured endorsement.
4. Activities open to the public may require the organization to provide law enforcement personnel.
5. No intoxicating beverages, tobacco product or mind-altering substances are permitted on school property.
6. The cost of school personnel will be billed to the organization including any clean up require beyond regular duties. These fees will be billed by the treasurer of the Board of Education.
7. All programs must conclude by 9:30 and the building vacated by 10:00 p.m.
8. The person signing this form shall assume the responsibility for the conduct of all persons using the building.
9. Any damage to school property as a result of negligence or improper conduct shall be paid for by those using the premises.
10. Permission shall be obtained before furniture or school equipment moved.
11. This form should be made at least two weeks prior to the date of requested use.
12. The use of the premises will be rented per the priorities established in §7510 of the Board Policy.

I have read, do understand, and will comply with provisions on this form and I \_\_\_\_\_ (indemnitor) agree to indemnify and HOLD HARMLESS the Washington County JVSD and their agents and employees from all liabilities, claims, demands, damages, or cost, for or arising out of \_\_\_\_\_ (subject of indemnity) whether it be caused by the negligence of the indemnitor of the Washington County JVSD or either party’s agents or employees, or otherwise.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please fax completed form to 740-373-9026 or email to [michele.grosklos@thecareercenter.net](mailto:michele.grosklos@thecareercenter.net)

Date Approved \_\_\_\_\_ Administrator \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Amount Due Approved by Requestor \_\_\_\_\_ Date \_\_\_\_\_