

Milford Exempted Village School District
FACILITY USE AUTHORIZATION AND RENTAL APPLICATION

Section I: *(To be completed by persons requesting facility usage)*

Name of Group: _____ Type of Activity: _____

of Participants/Spectators: _____ # of Adults/Supervisors in Charge: _____

Location (circle one): High School Junior High Smith Elem. Seipelt Elem.
 Meadowview Elem. McCormick Elem. Mulberry Elem. Pattison Elem.

Specify Area(s)/Room(s): _____

Date(s) of Activity	Start Time of Activity	Time of Usage (include set-up/clean-up)
_____	_____ am pm	From _____ am pm To _____ am pm
_____	_____ am pm	From _____ am pm To _____ am pm
_____	_____ am pm	From _____ am pm To _____ am pm

Any group utilizing district facilities causing a false alarm will be charged \$25 for each "alarm drop." Non-profit organizations that have rental fees waived will be charged a minimum of one hour if they require the services of a custodian.

By signing this application, the person whose signature appears below signifies that he/she is responsible for the group, will see that the building is not misused, that groups have proper adult supervision, and that the buildings and groups are used in conformity with the Rules and Regulations of the Board of Education of the Milford Exempted Village School District. It is also understood that school activities have priority for the use of any building, even if you possess a signed contract. A custodian must be maintained in the building at all times during the period of use. The group or person will be responsible for proper use of the facility and for payment of any fees, charges, or damages. Any and all excessive clean-up done by custodians will result in a charge to the rental group/person. This charge is at the discretion of the custodian on duty. Failure to notify building principal in time to cancel custodian opening building or event/activity cancellation may result in an assessment of 3 billed custodial hours. In the event of school closure due to weather conditions, all building usage is cancelled.

Responsible person agrees to indemnify and HOLD HARMLESS the Milford Exempted Village School Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for or arising out of injury or alleged injury to any and all members of the group whether it be caused by the negligence of indemnitor or Milford Exempted Village School Board of Education or either party's agents or employees, or otherwise.

Signature of Person Responsible: _____ Date: _____

Kitchen Access: Yes ____ No ____ (If yes, please call Milford Food Services at 831-5027. Note: food service employee must be on premises to supervise the use of the kitchen at all times during the period of use.)

Additional Info:

Person Responsible (please print): _____

Daytime Phone: _____ Full Address: _____

Section II: *(To be completed by building principal or facility director)*

Rental Fee: Yes ____ No ____ (if yes, total charge = \$ _____)

Custodial Services: Yes ____ No ____ (if yes, custodial time sheets to be attached)

Proof of Insurance on File: Yes ____ No ____

Facility use approved ____ Not approved ____ Signed: _____ Date: _____