

LISBON EXEMPTED VILLAGE SCHOOLS
 317 North Market Street
 LISBON, OH 44432

FACILITY'S USE APPLICATION

The Exempted Village School District grants permission for use of school facilities to:

Name/Organization: _____

Address _____

Event: _____	Date of Use: _____
Facility to be used _____	
Enter Time: _____	Leave Time: _____
No. Chairs: _____	No. Of Tables: _____
Other Equipment Needed: _____	
The applicant further agrees to pay the following fees:	
Event rental Fee <small>(multiple day requests may be adjusted upon Superintendent approval)</small>	\$150.00 per usage \$ _____
Gymnasium practice rental fee <small>(cost calculated at 2 hours per use)</small>	\$25.00 per use \$ _____
Custodian	\$15.00 per hour \$ _____
Food Service Personnel	\$15.00 per hour \$ _____
	\$ _____
Total Charges:	\$ _____
 Building Principal/Superintendent _____	

The above named person(s) and/or organization agrees to accept full responsibility for the use of the building, equipment, and to pay for any damages incurred during the time of use. The person(s) and/or organization will provide the Lisbon Exempted Village School District with a copy of their Liability Insurance Coverage along with this form.

A custodian must be maintained in the building at all times during the period of use. If the cafeteria is in use, a cook must be on duty.

Make checks payable to the Treasurer of the Lisbon School District. All services will be paid out of the total fee.

Additional information may be required upon receipt of approval for use.

Requester's Printed Name

Superintendent

Requester Signature

Treasurer

Requester Address

Requester Telephone Number

Date

COPIES: ____Organization ____Principal ____Custodian ____Cook ____Treasurer ____Superintendent