

Valley View Local Schools

Request for use of School Facility

TO: Director of Operations

We seek permission to use the following school facilities:

School Building: _____ Room: _____

If for a season or extended period, state the beginning and ending dates.

Day	Date	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Purpose:

Name of Adult in Charge:

We wish to entrance to the building at (time): _____

We wish to vacate the building by (time): _____

We (will) (will not) charge an admission fee. We expect an attendance of approximately _____.

We require use of the following and understand there is a charge for such use:

- | | |
|------------------------|----------------------------------|
| _____ Stage | _____ Speaker's Stand |
| _____ Special Lighting | _____ Ticket Table & Chairs (no) |
| _____ Piano (on stage) | _____ Gymnasium Showers |
| _____ (on floor) | _____ Folding Chairs |
| _____ Projector | _____ Large Folding Tables (no) |

Additional requests or comments:

It is understood that School District activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

(Name of Organization/Person/Group)

By: _____

Date: _____

(Signature)

Address: _____

Telephone: _____

This Space is for District Use

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees will be billed and checks are to be made payable to:

Valley View Local Schools

This approval is subject to certain other conditions as set forth below:

Director of Operations

Date

This request cannot be granted for the following reason(s):

Director or Operations

Date

Facility Rental Fees

Facility	A	B	C
	School Group	Community Group	Commercial Group
H.S. Gym	N/C	\$75 per hour	\$150 per hour
		\$375 per day	\$750 per day
Gymnasium non H.S.	N/C	\$40 per hour	\$75 per hour
		\$200 per day	\$375 per day
Barker Field	N/C	\$50 per hour	\$100 per hour
		\$250 per day	\$500 per day
Barker Field Lights	N/C	\$50 per hour	\$75 per hour
Baseball Field	N/C	\$50 per hour	\$100 per hour
Softball Field	N/C	\$50 per hour	\$100 per hour
Concession Trailer	N/C	\$50 per day	\$100 per day
Auditorium J.H. or I.S.	N/C	\$200 daily	\$250 daily
Cafeteria (no kitchen)	N/C	\$40 per hour	\$50 per hour
		\$200 per day	\$250 per day
Classrooms	N/C	\$30 per hour	\$50 per hour
		\$100 per day	\$200 per day
Site Manager	N/C	\$25 per hour	\$25 per hour
Custodian	N/C	\$40 per hour	\$40 per hour

All rentals are at the discretion of the Director of Operations. The custodian/site manager fees will be combined with facilities rental and determined on a case by case basis.

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