

BUILDING REQUESTED (please check) :

- Central Administrative Bldg. 419-877-5377
- Anthony Wayne High School 419-877-0466
- Anthony Wayne Junior High School 419-877-5342
- Fallen Timbers Middle School 419-877-0601
- Monclova Primary School 419-865-9408
- Waterville Primary School 419-878-2436
- Whitehouse Primary School 419-877-0543

Anthony Wayne Local Schools

9565 Bucher Rd., PO Box 2487
Whitehouse, OH 43571



Application for Use of Facilities

Please contact the building you want to use to check on availability of facilities and submit this completed form to that building.

Event: _____

Today's Date: _____

Sponsoring Organization Name: _____

Starting/Ending Date(s) and Times (Please attach a complete schedule if more space is needed):

Date _____	Day of Week _____	Start Time _____	End Time _____
Date _____	Day of Week _____	Start Time _____	End Time _____
Date _____	Day of Week _____	Start Time _____	End Time _____
Date _____	Day of Week _____	Start Time _____	End Time _____

On-site Responsible Person: _____ Home: _____ Work: _____ Cell: _____

Organization Address: _____

Will any participation fee be charged? YES NO If yes, please describe or attach flyer. For school-related fund raising activities, attach an approved "Student Fund Raising Activity" form.

- Facilities Requested (check):
- Classroom Auditorium Aux. Gym Main Gym Bleachers Kitchen
 - Cafeteria Media Center Conference Room
 - Community Room Other: _____

Estimated Attendance: Participants: _____ Spectators: _____

Other requests or items needed (i.e. chairs, tables, sound/lighting, etc.): _____

NOTE: USERS MUST READ, UNDERSTAND AND AGREE TO FOLLOW BUILDING SPECIFIC RULES (AVAILABLE AT EACH SCHOOL OFFICE). Use of Primary School facilities after school hours is limited to 4:30 pm until no later than 9:30 pm. Use of a school kitchen also requires completion of a "Kitchen Use Policy" sheet. Use of the High School Auditorium requires adherence to additional "Auditorium Use Guidelines" and completion of a "Lighting and Sound System Request" form. Use of Audio Visual equipment requires completion of an "Audio Visual Equipment Request" form. Use of any Athletic facility must be approved by the Athletic Director.

I have read the attached Board of Education rules and regulations for the use of school facilities and our Organization will abide by them. Our Organization will assume responsibility for providing adequate supervision to insure the proper conduct of all attendees and to prevent any damage to AW facilities. Further, our Organization agrees to clean up after the event, pay for any damage, and to pay the rental and/or service fee. I understand that by signing I am personally taking on these responsibilities for the using Organization.

Signed _____ Date _____

I, personally and on behalf of the members, officers, agents and employees of the Organization listed above (herein after referred to as the "Indemnitor") agree to defend, indemnify and hold harmless the Anthony Wayne Local School District Board of Education (herein after referred to as the "Board"), its agents, employees, board members and representatives, in their official and individual capacities, from any and all liability claims, demands, suits, losses, damages and costs, including, but not limited to, attorneys' fees, expenses, court costs, and interest, for or arising out of or in connection with the use of AW buildings and facilities or from any activity, work, or thing done, permitted or suffered by Indemnitor in or about the buildings and facilities whether it be caused or arise out of the negligence or claim of Indemnitor or any of its members, employees, agents, or individuals invited to the activity conducted on school property, or by the negligence of the Board or its employees, representatives, or agents.

Signed _____ Date _____
(Indemnitor)

Approval:

Building Principal

Director of Operations

Superintendent

Distribute a copy to:
 Custodial Supervisor
 Director of Food Service
 Auditorium Manager

Estimated charges:

Event: _____ Sponsoring Organization: _____

KITCHEN USE POLICY

Groups desiring to use a kitchen must fill out an **Application for Use of Facilities** and specify use of the kitchen. Filling out the cafeteria portion will only get the seating area, not the kitchen.

***If a group does not have an Application for Use of Facilities that specifies use of the kitchen, the engineer/custodian will not allow the group access to the kitchen area.**

- Groups must specify each item they need to use in the kitchen such as sinks, utensils, small coolers, etc.
- Groups, such as parent athletic organizations or other support groups, that request the kitchen for minimal use will be required to make a one-time security deposit of \$100.00 (or more as determined by the Director) for the course of the event. If no damages occur, the deposit will be refunded upon completion of the event. Minimal use includes, but is not limited to, sinks, use of utensils, etc.
- Groups that require use of ovens or major food preparation will be charged to have a cook present.

Additional Kitchen Requests:

Please indicate all equipment/personnel required:

- | | |
|---|--|
| <input type="checkbox"/> Cook required | <input type="checkbox"/> Sinks |
| <input type="checkbox"/> Slicer | <input type="checkbox"/> Prep Tables |
| <input type="checkbox"/> Mixer | <input type="checkbox"/> Serving Utensils |
| <input type="checkbox"/> Ovens/Microwaves | <input type="checkbox"/> Serving Area |
| <input type="checkbox"/> Coolers/Freezers | <input type="checkbox"/> Serving Line Units* |
| <input type="checkbox"/> Holding Cabinets/Warmers | |
- *Cook required

Please list any other specific equipment:

Event: _____ Sponsoring Organization: _____

AUDITORIUM USE GUIDELINES

DAMAGE/DEFECT INSPECTION: Prior to occupancy, an inspection will be made by AW Operations and a representative of the Using Organization. All damage or defects should be noted by the Using Organization. Following occupancy, and after all props and equipment have been removed, a follow up inspection will be made by AW Operations and a representative of the Using Organization to note any damage or defects attributable to the Using Organization. The Using Organization agrees to reimburse the District for any such damage noted.

Pre-use Inspection Date: _____

Damage/Defects Noted _____

Operations Representative: _____ User Representative: _____

Other Use Guidelines

- Groups are responsible to supply 9-volt batteries for wireless microphones supplied by AWLS.
- Only 3M #2090 blue painter tape may be use on floor and walls.
- Drop cloths and all necessary precautions are required for painting. Absolutely no painting over carpeted areas.
- Only certified fire proof materials may be used. All set ups subject to review by local fire marshal.
- Curtains may not be altered, tied up, rolled up, or relocated other than by existing mechanisms.
- All equipment must be used in accordance with Operations and Manufacturer instructions.
- All set materials and props need to be removed ASAP following use, normally within 48 hours.

Post-use Inspection Date: _____

Damage/Defects Noted _____

Operations Representative: _____ User Representative: _____