

BUILDING USAGE APPLICATION

Applications are to be returned to: New Miami Board of Education
600 Seven Mile Avenue
Hamilton, Ohio 45011

Date of Application _____ Building (Room) Requested _____

Day and Date(s) Wanted _____ Time: From _____ To _____

Organization Requesting _____

Adult Responsible (printed) _____ (signature) _____

Address of Adult Responsible _____ Phone _____

Brief Description of Type of Use or Activity _____

Names of Adult Supervisor(s): (1) _____ (2) _____

(3) _____ (4) _____

(Permission will not be granted until this section is filled in completely)

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Cost	Building Rental	\$ _____
	Custodial Personnel	\$ _____
	Cafeteria Personnel	\$ _____

Please pay this amount directly to New Miami Board of Education prior to the date of the event. We will pay the custodian through our regular payroll so that we have a record of all payments. Custodial time is determined by adding two hours to the actual time the group is in the building. A charge will be calculated for opening and closing the building as well as a clean up charge.

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HOLD HARMLESS AGREEMENT

The (sponsor) _____ AGREES TO INDEMNIFY AND HOLD HARMLESS New Miami Local School District Board of Education and its agents and employees from all liability, claims, demands, damages, or costs arising out of or resulting from the (sponsor's) _____ use of the equipment and facilities owned by the New Miami Local Board of Education.

Sponsor's Signature _____ Date Signed _____

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FOR SCHOOL USE ONLY

Approval Granted _____ Date _____
(Superintendent's Signature)

Schedule Clearance _____ School Personnel to be on Duty _____
(Building Principal Signature)

Copies To ___ Superintendent ___ Principal ___ Applicant ___ Maintenance ___ Payroll ___ Athletic Director (if applicable)

USE OF FACILITIES INFORMATION

A. Use by School and School-Related Organizations

It is the policy of the Board that school and school-related organizations are exempt from paying a fee for the use of facilities. However, the Superintendent or his/her designee may impose a charge to compensate a custodian or food-service employee who would otherwise not be on duty.

B. Use by Community Groups

Upon application to a Building Principal or the Superintendent, a community member or group may be granted the use of a school facility. A charge shall be made to compensate a district employee who would not otherwise be on duty.

C. Use by Non-Community Groups

Organizations and groups outside the New Miami School District are not permitted use of buildings or grounds unless approved on an individual basis by the Board of Education.

D. Fee Schedule

Fees assessed for the use of school facilities shall be in accordance with an approved schedule. Should a charge be made for compensating a custodian or food-service employee who would not otherwise be on duty, such charge will be one and one-half times the employee's hourly rate. The Board will review the schedule periodically and make adjustment as may be necessary to relate fees to actual costs of the Board for operation and maintenance.

New Miami School is a smoke-free district. Smoking is prohibited on school grounds.

The use of alcoholic beverages is prohibited on school grounds.