



Jefferson Local School District

Application for use of School Premises

Organization/Individual renting: _____

Organization/Individual address: _____
(Street) (City) (State) (Zip)

Location(s) to be rented: _____

Purpose of rental: _____

Person in charge of supervision: _____ Renter Group (circle one): A B B+T C D

Contact Phone: _____ Contact Email: _____

REQUESTED RESERVATION DATE(S)

Date(s)	Open Time	Close Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Facilities Equipment Requested: _____

Sound Equipment Requested (circle one YES NO, if yes explain) _____

Lighting Equipment Requested (circle one YES NO, if yes explain) _____

Projecting Equipment Requested (circle one YES NO)

Additional Requests: _____

As representative of the above named organization/individual, I accept the responsibility for reimbursement to Jefferson Local Board of Education for any damage to school property, other than normal wear, during the period of this rental as well as charges listed in the community use of school facilities fee schedule. Payment is due within 30 days after the date of the requested use date, payable to Jefferson Local Schools - Treasurer.

Applicant Signature _____ Date _____

Superintendent/designee _____ Date _____

Billing Information – Internal Use

Rental Fee	_____	Hrs. at	\$	=	_____
Custodial Fee	_____	Hrs. at	\$35.00/hr.	=	_____
Cafe Worker Fee	_____	Hrs. at	\$35.00/hr.	=	_____
Other	_____			=	_____
Total Est. Charge				=	_____



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Hold Harmless Agreement

(Individual / Organization Name)

agrees to indemnify, release, defend and hold harmless the **JEFFERSON LOCAL SCHOOL DISTRICT BOARD OF EDUCATION**, its agents, board members, employees and insurers from and against all liability, claims, demands, cause of action, charge, damages, or costs whatsoever, regardless of the cause thereof, and all costs and expenses in connection therewith (including, without limitation, attorneys' fees) for or arising out of the organization/individual's presence on school property and/or use or rental of said school property/school premises.

Liability Insurance Requirements

Liability insurance is required by any organization renting school premises unless otherwise specified by the Superintendent or designee. Minimum amount of liability insurance shall be \$1,000,000.00 and Jefferson Local Schools shall be named additionally insured. Copies of liability insurance shall be submitted with this application. Failure to do so will delay processing this application.

Individuals requested use of school premises are not required to provide liability insurance but must pay the required deposit amounts.

Insurance Policy Name

Insurance Policy No.