

**EDGEWOOD BOARD OF EDUCATION**

3500 Busenbark Road  
Trenton, Ohio 45067-9566

**BUILDING USAGE APPLICATION**

Applications are to be sent to: *Office of the Superintendent*  
3500 Busenbark Road  
Trenton, Ohio 45067-9566

Date of Application \_\_\_\_\_ Building Requested \_\_\_\_\_

Day and Date Wanted \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Organization/Person Requesting \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Brief description of type of use or activity \_\_\_\_\_

\*Names of adult supervisors: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(Please Print) (3) \_\_\_\_\_ (4) \_\_\_\_\_

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

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Cost	Building Rent	\$ _____
	Custodial Personnel	\$ _____
	Cafeteria Personnel	\$ _____
	Total Amount of Charge	\$ _____

Please pay this amount directly to Edgewood Board of Education immediately after you have received billing. We will pay the custodian through our regular payroll so that we have a good record of all payments. Custodial time is determined by adding an hour to the actual time the group is in the building. They always have some work to do before and after each event.

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In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected, and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s) (or the servants, agents or invitees of the User/s), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

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Adult Responsible (signed) \_\_\_\_\_

Schedule clearance \_\_\_\_\_  
(Building Principal)

School personnel to be on duty \_\_\_\_\_

School personnel notified by \_\_\_\_\_ Date \_\_\_\_\_

Approval Granted: \_\_\_\_\_  
(Superintendent)

COPIES TO: 1 - Superintendent 2 - Principal 3 - Applicant 4 - Maintenance 5 - Payroll

1. The User(s) is to ensure that any furniture and equipment moved during the use of the premises is replaced, that the premises will be left in a clean and tidy condition, that proper care will be taken of the premises during use and any damage from such use, whether caused by negligence, recklessness or the willfulness of the User(s), or the servants, agents or invitees of the User(s), is repaired at the User(s) own cost.

2. The School reserves the right to terminate this agreement immediately by notice in writing at its absolute discretion if clause 6 is contravened by the User(s) (or the servants, agents or invitees of the User(s)) at any time.

3. The User(s) is to take out and maintain current throughout the term of this agreement a public risk insurance policy with a reputable insurer, having an A.M. Best rating of A- or better, in which (a) the School is indemnified in an amount not less than \$2 million for any claims whatsoever (including injury to persons or damage to property) arising out of the use of the School premises by the User(s); (b) the School is named as an Additional Insured under the policy; and (c) the policy or a certificate of insurance must be produced to the School prior to use of the facilities. User(s) and the School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.

4. The User(s) agrees that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of any School owned property except as specifically listed below:

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5. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of any School owned property except as listed below:

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6. The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.

7. The user(s) understand and agree that no tobacco may be used in the buildings and on the grounds.

8. The User(s) to observe the following extra conditions:

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