

BLANCHESTER LOCAL SCHOOL DISTRICT
APPLICATION/LEASE OF DISTRICT FACILITIES

Please complete all information and return:

SECTION ONE - APPLICATION (to be completed by lessee)

Name of Organization (Lessee) _____ Application date _____
Address _____ Phone _____
Organization's Representative _____ Attendance Expected _____
Type of Event _____ Start Time _____
Date of Event _____ End Time _____
Other Information (if needed) _____

Location of Facility (Check all that apply)

[] High School [] Middle School [] Intermediate School [] Putman Elementary

Facility/Equipment Needed (Check all that apply)

[] Gym [] Auditoria/Cafeteria [] Media Center [] Weight Room [] Classroom
[] Parking Lot [] Kitchen [] Chairs # _____ [] Tables # _____
[] Outdoor Facilities (please specify) _____ [] Additional Equipment Needed _____

Staff Needed (Check all that apply)

[] Custodian [] Food Service [] Event Manager Other _____

I have received, read and understand the BLSL "Use Facility" policy. I also, understand that the renters have access only to the areas designated in this agreement.

Signature of Requestor

Date

SECTION TWO-APPROVAL (to be completed by office)

Estimated Facility Rental Fees

[] Deposit \$50.00 (Required)
[] Custodial Charge _____ (\$30.00 per hour)
[] Food Service Charge _____
[] Event Manager Charge _____
[] Other Charges _____ (please explain)
Total Est. Charges _____

Proof of Liability Insurance:

[] Required
[] Proof Attached
[] Not Required

[] Recommended for Approval
[] Recommended for Approval with Conditions: _____

Recommended by building Principal

Date

[] Approved
[] Denied
[] Approved with Conditions _____

Approved by Superintendent or Designee

Date

