

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

Signature of Requestor Date

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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