

BRIDGEPORT EXEMPTED VILLAGE SCHOOL DISTRICT

55781 National Road
Bridgeport, Ohio 43912
Phone: (740)635-1713 Fax: (740) 635-6003



FACILITY USAGE FORM

NAME OF GROUP: _____

E-MAIL ADDRESS: _____

ADDRESS: _____

CONTACT: _____

PHONE: Day: _____ Evening: _____

DATE OF USAGE: _____ Beginning & Ending Time: _____

FACILITY TO BE USED: _____

REASON FOR USE: _____

Proof of Liability Insurance attached YES NO

<u>RATES:</u>	Small Gymnasium	\$100.00
	Cafetorium w/o kitchen	50.00
	Cafetorium w/kitchen	100.00
	Shelter -- with clean-up	100.00
	Perkins Field – (separately negotiated)	
	Use of Computer, Projector, sound & lighting	\$50 per hr.

THIS FORM IS TO BE COMPLETED AND SIGNED BY THE INDIVIDUAL RESPONSIBLE FOR THE REQUESTING GROUP. MAINTENANCE/CUSTODIAL FEES FOR ANY CLEAN-UP AND/OR REPAIRS WILL BE BILLED SEPARATELY AND IN ADDITION TO THE ABOVE RATES IF APPLICABLE. PROOF OF LIABILITY INSURANCE COVERAGE OF A MINIMUM AMOUNT OF \$500,000.00 MUST BE ATTACHED FOR EVENTS HELD BY NON-DISTRICT GROUPS.

I AGREE TO ABIDE BY ALL RULES AND REGULATIONS REGARDING THE USE OF DISTRICT FACILITIES AS ADOPTED BY THE BOARD OF EDUCATION. I ASSUME RESPONSIBILITY FOR THE GROUP REQUESTING THIS USE OF THE ABOVE MENTIONED FACILITY.

Signature

Date

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Charge for Facility: Yes No

Charge for Custodian(s): Yes No

Charge for Cook(s): Yes No

APPROVAL: _____
Superintendent's Signature

Date

PLEASE RETURN COMPLETED FORM TO: Zachary Shutler, Superintendent

Revised 12-28-16

cc: Tim Criswell and Donna Burlenski, if café.