

Madison Local Board of Education
APPLICATION FOR USE OF SCHOOL FACILITIES

Date _____ (Please submit completed form to building principal at least 2 weeks in advance of first use)

Name of Organization _____

Address _____ Telephone _____

Type of Organization _____
(Civic, Educational, Private, Religious, Commercial, Fraternal, Professional, Other)

Person in Charge _____ (This is the contact person making arrangements)

Mailing Address _____

Daytime Phone Number _____

.....
Building Requested _____ Purpose _____

Please note: Any and all activities for students and student groups of the Madison Local Schools will take precedence over the activities of any other organization approved for facility use. Approved bookings are subject to cancellation if a school group is later determined to need the facility for the date(s) and time(s) in question.

Area Requested _____ Equipment Requested _____
(Auditorium, Gymnasium, Cafeteria, Lecture Hall, Football Field, Baseball Field, Classroom, Other (Specify))

Day of Week _____ Times Requested: Beginning _____ a.m.-p.m. Ending _____ a.m.-p.m.

List each date requested _____

Number of people expected _____ Will there be an admittance or donation fee? _____

.....
Does Organization have liability insurance? _____

If YES – Carrier _____ Amount _____ Include copy with application

If NO liability insurance the Hold Harmless Agreement below MUST be completed.

.....
HOLD HARMLESS AGREEMENT (See above): The above organization (the indemnifier) agrees to indemnify and HOLD HARMLESS the Madison Local Board of Education and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising out of the use of the above facility, whether it be caused by negligence of the indemnifier or the Madison Local Board of Education or other party's agents or employees, or otherwise.

_____ Indemnifier's Signature _____ Date

OBLIGATION AGREEMENT – FOR ALL GROUPS: As the authorized representative of the above group, I fully realize that any and all damages to the property of the Madison Local Board of Education as a result of this facility rental is the responsibility of individual and organization making use of the facility.

_____ Signature of Person in Charge _____ Date

APPROVAL

Principal _____ Approved _____ Not Approved _____ Date _____

If approved, the following exceptions/conditions will apply: _____

Assistant Superintendent Approval _____ Date _____

Treasurer/Board of Education Approval _____ Date _____

PLEASE NOTE: When approved, the person in charge of the group will receive a copy of the application and notification regarding any fees associated with the usage. Once approved, the person in charge of the group should have a copy of the approved application in their possession when using the facility.



**SCHEDULE A
RENTAL SCHEDULE**

Non-school groups may be required to pay a rental fee. Group representatives may contact the Assistant Superintendent's Office at 440-428-9336 to discuss the possibility of a fee prior to submitting this application.

MADISON HIGH SCHOOL

Classrooms	\$25.00 per day	Lecture Hall	\$50.00 per day
Cafeteria	\$75.00 per day	Gymnasium	\$75.00 per day if admission is charged or \$12.50 per hour for recreational purposes

**MADISON MIDDLE SCHOOL
MADISON SOUTH ELEMENTARY
MADISON NORTH ELEMENTARY**

Classrooms	\$25.00 per evening	Gymnasium	\$75.00 per evening or \$12.50 per hour for recreational purposes
Cafetorium	\$75.00 per evening		

RED BIRD

Classrooms	\$25.00 per evening	Gymnasium	\$30.00 per evening or \$12.50 per hour for recreational purposes
------------	---------------------	-----------	---

WAGES CHARGED

All of the above rates are subject to an additional amount of \$30.00 per hour for custodial services if no custodian is regularly scheduled to be in the facility at the time of use.

**Cafeteria rental includes the kitchen and may also be subject to the wages of the cooks and other school personnel required in that setting. Please contact the Food Service Supervisor at 440-428-9331.