



Twinsburg City School District

11136 Ravenna Road • Twinsburg, Ohio 44087-1022

Phone: (330) 486-2000

Fax: (330) 425-7216

RENTAL APPLICATION FOR USE OF SCHOOL FACILITIES

It is prohibited to use alcohol, tobacco or controlled substances in the school buildings.

ORGANIZATION REQUESTING RENTAL PRIVILEGES			
Organization's Name			
Organization's Purpose			
Purpose of Rental			
Applicant	<i>Print</i>	<i>Signature</i>	<i>Date</i>
Applicant's Address	<i>Street</i>	<i>City</i>	<i>Zip</i>
Applicant's Phone Number	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Event Supervisor (Must be present at event)	<i>Print Name</i>		<i>Cell</i>

FACILITY INFORMATION			
Facility Requested (bldg.)			
Areas of Facility Requested			
Other Requirements (Tables, chairs, mic, etc.) Must be requested to be provided			
Estimated Attendance			
Date(s) Requested			
Day(s) of the Week			
Time(s) Requested	<i>Time You Need to Get Into Building</i>	<i>Start of Event</i>	<i>Time You Plan on Leaving Building</i>

BUILDING APPROVALS			
Building Scheduler	<i>Signature</i>		
Building Maintenance	<i># of Staff Required</i>	<i>Signature</i>	<i>Date</i>
Food Service Director	<i># of Staff Required</i>	<i>Signature</i>	<i>Date</i>

FEE CALCULATION (Performed by Treasurer's Office Only)					
<i>Organization Class</i>	<i>Building Fee</i>	<i>Staffing Fee</i>	<i>Utility Fee</i>	<i>Total</i>	Note: Refer to attached detailed invoice.

FINAL APPROVAL	
Superintendent's Office	<i>Signature</i>
Treasurer's Office	<i>Signature</i>

I have read and understand the Facility Use and Rental Information and fee schedule and hereby obligate the above named organization and myself, as a designated representative of the above named organization, to all conditions set forth thereon. The lessee agrees to defend, indemnify and HOLD HARMLESS the Twinsburg Board of Education and their agents and employees from all demands, claims, suits, liability, or costs, for or arising out of injury, damage or loss whether it be caused by negligence of lessee or Twinsburg Board of Education or either party's agents or employees or otherwise.

I accept the conditions of the rental agreement. Signature: _____