

**LAKEWOOD LOCAL SCHOOLS**  
**APPLICATION FOR USE OF FACILITIES**  
 525 East Main St., P.O. Box 70 Hebron, OH 43025  
 740-928-5878

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Name of Group or Organization

Today's Date

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Name of Individual Representing Group or Organization

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Mailing Address of Rental Party

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E-Mail Address

Phone #

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Name of Facility Being Requested

Date(s) of use

(attached CALENDAR "MUST" be used with multiple dates)

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Area(s) you wish to use

← Must be filled in →

Purpose of use

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Equipment Requested (Describe in detail, number of chairs, tables, ...)

TIME	RENTAL COSTS			
Start _____	Building _____	Hour(s) @ _____	\$ _____	\$ _____
End _____	Stadium _____	Hour(s) @ _____	\$ _____	\$ _____
	Custodial _____	Hour(s) @ _____	\$ _____	\$ _____
	Other _____	Hour(s) @ _____	\$ _____	\$ _____

\*This is an estimate. Total charges will be based on actual use.

\*TOTAL \$ \_\_\_\_\_

Actual use could result in additional billing.

~If estimated rental costs exceed \$500.00, a deposit equal to one half of the total will be due at the time of application.

~DEPOSIT \$ \_\_\_\_\_  
 BALANCE DUE \$ \_\_\_\_\_

*I understand I am responsible for any damage to the building or equipment and will assume full responsibility and will reimburse the Board of Education for all damages.*

\_\_\_\_\_  
 Signature of Responsible Party

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approval of Principal

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approval of Athletic Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approval of Superintendent

\_\_\_\_\_  
 Date

**BUILDING USE INDEMNITY**

\_\_\_\_\_  
 (Indemnitor) agrees to indemnify and hold harmless the Lakewood Board of Education and their agents and employees from all liability, (subject of indemnity) arising out of the activities, events and occurrences related to indemnitor's use of the facilities and/or in any way connected or associated with this contract, including but not limited to the negligence or alleged negligence of the indemnitor and/or any of its participants in indemnitor's events/use of facilities.

\_\_\_\_\_  
 Signature (Responsible Party Acting for the Above Named Indemnitor)

\_\_\_\_\_  
 Date

**A COPY OF CERTIFICATE OF LIABILITY OF INSURANCE IS REQUESTED. (\$1,000,000 IN COVERAGE IS REQUIRED)**

# Office Use Only

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Contract Sent \_\_\_\_\_ Deposit Received \_\_\_\_\_ Date Bill Sent \_\_\_\_\_  
Date Paid in Full \_\_\_\_\_ Type of Payment \_\_\_\_\_

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Copies sent to: \_\_\_\_\_ Responsible Person \_\_\_\_\_ Athletic Director  
\_\_\_\_\_ Superintendent \_\_\_\_\_ Maintenance Director  
\_\_\_\_\_ Treasurer \_\_\_\_\_ Head Custodian  
\_\_\_\_\_ Payroll \_\_\_\_\_ Cafeteria Supervisor  
\_\_\_\_\_ Building Principal \_\_\_\_\_ Head Cook  
\_\_\_\_\_ Assistant Principal \_\_\_\_\_ Other



**LAKWOOD LOCAL SCHOOL DISTRICT**

**FACILITY USE RATES**

**EFFECTIVE FOR RENTALS AS OF JUNE 1, 2018**

**High School**

Auditorium - \$100.00/hr  
Main Gym - \$100.00/hr  
Auxiliary Gym - \$75.00/hr  
Cafeteria - \$50.00/hr  
\*Kitchen - \$50.00/hr  
Library - \$50.00/hr  
Classroom - \$25.00/hr

**Intermediate**

Gym - \$75.00/hr  
Cafeteria - \$35.00/hr  
\*Kitchen - \$50.00/hr  
Library - \$35.00/hr  
Classroom - \$25.00/hr

**Jackson**

Gym - \$50.00/hr  
Classroom - \$25.00/hr

**Other**

Technical Assistance - \$30.00/hr  
Food Service Personnel - \$25.00/hr  
Student Tech Assistance - \$10.00/hr

**Middle School**

Auditorium - \$75.00/hr  
Gym - \$75.00/hr  
Cafeteria - \$35.00/hr  
\*Kitchen - \$50.00/hr  
Library/Classroom - \$25.00/hr

**Hebron**

Gym - \$75.00/hr  
Cafeteria - \$35.00/hr  
\*Kitchen - \$50.00/hr  
Classroom - \$25.00/hr

**Lancer Stadium**

Stadium - \$150.00/hr (daytime)  
Stadium - \$175.00/hr (nighttime)

**Custodial**

Custodial Rate - \$30.00/hr

\*Kitchen- Any time the Kitchen is rented, a Lakewood Local Food Service person must be present.

-The custodial price could change on any rental if the number of hours needed is more than what was originally estimated.

-No charge will be assessed to any **Lakewood Local School District student organizations**, if the buildings are being used during the hours when staff is assigned to the building. This exemption to charges are good only Monday- Friday until 11:00 p.m.

**If the facilities are rented when personnel is not on duty, fees will be assigned.**