

**ELIDA LOCAL SCHOOLS  
APPLICATION FOR USE OF FACILITIES**

This application **MUST** be received **5 working days** prior to scheduled event.  
Send to **Mark Miller** 4380 Sunnydale Elida, Ohio 45807; fax 419-331-1656; Mark@elida.k12.oh.us,419-235-0033  
You will receive a copy of the completed form - take it to the event with you for verification.

**To be completed by requesting person or group:**

Name of Group or Organization: \_\_\_\_\_  
Name of Person Filing Application: \_\_\_\_\_  
Phone Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_

**REQUESTS**

Circle Location: Elementary Middle High Fieldhouse Auditorium Other \_\_\_\_\_  
Facility/Room: \_\_\_\_\_ Event/Purpose: \_\_\_\_\_  
Equipment: \_\_\_\_\_ # Attending: \_\_\_\_\_  
Day(s) of the week and Date(s): \_\_\_\_\_  
Event Time: \_\_\_\_\_ to \_\_\_\_\_ Time you need access to room: \_\_\_\_\_

**ASSUMPTION OF RISK AGREEMENT**

The undersigned representative of the participants of the above group/organization acknowledges that Elida Local School District has no insurance coverage for those individuals using school facilities and/or equipment. The group/organization participants assume responsibility for all risk of damage or injury that may occur to the users of school facilities and/or equipment. The group/organization participants hereby release and discharge the Elida Local School District from all claims, demands, rights of causes of action, present or future, whether known, anticipated or unanticipated, and resulting from or arising out of, or incidental to, the use of Elida Local School District's facilities and/or equipment.

I have read and understand, and have signed, for foregoing assumption of risk agreement

\_\_\_\_\_  
Signature Date

**AUDITORIUM FORM ON BACK / RATE SHEET AND POLICIES AVAILABLE**

+++++

**To be completed by Elida Schools:**

Classification of Group or Organization : \_\_\_\_\_

Applicable Fees: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Application: Recommended ( ) Not Recommended ( ) School Employee Yes No

\_\_\_\_\_  
Signature of Facility Coordinator Date

**REQUEST FOR USE OF ELIDA HIGH SCHOOL AUDITORIUM – 30 day notice preferred**

School Employee or Rep of School Related Org. Requesting Use of Auditorium <u>During</u> School Hours	School Employee or Rep of School Related Org. Requesting Use of Auditorium <u>Outside</u> School Hours	I am not a district employee and I wish to request the use of the auditorium.																																																																																																												
<p><b>Your Name:</b></p> <p><b>Your building location:</b></p> <p><b>Day(s), Date(s), Time(s) I would like to use the auditorium. <u>Please</u> include rehearsal times and performance/event times</b></p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width:15%;">Day(s)</th> <th style="width:25%;">Date(s)</th> <th style="width:25%;">Start Time</th> <th style="width:35%;">End Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>___ I have checked the online calendar and there does not appear to be a conflict with the dates I am requesting.</p> <p>___ I just need the lights turned on.</p> <p>___ I have special light/sound needs and understand that my event cannot be confirmed until availability of light/sound technicians can be confirmed</p>	Day(s)	Date(s)	Start Time	End Time																																	<p><b>Your Name:</b></p> <p><b>Your building location:</b></p> <p><b>Day(s), Date(s), Time(s) I would like to use the auditorium. <u>Please</u> include rehearsal times and performance/event times</b></p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width:15%;">Day(s)</th> <th style="width:25%;">Date(s)</th> <th style="width:25%;">Start Time</th> <th style="width:35%;">End Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>___ I have checked the online calendar and there does not appear to be a conflict with the dates I am requesting.</p> <p>___ I just need the lights turned on.</p> <p>___ I have special light/sound needs and understand that my event cannot be confirmed until availability of light/sound technicians can be confirmed</p> <p>___ I want to use the auditorium on the weekend and understand that there will potentially be extra charges for custodians and for security</p>	Day(s)	Date(s)	Start Time	End Time																																	<p><b>Your Name:</b></p> <p><b>Contact Phone:</b></p> <p><b>Day(s), Date(s), Time(s) I would like to use the auditorium. <u>Please</u> include rehearsal times and performance/event times</b></p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width:15%;">Day(s)</th> <th style="width:25%;">Date(s)</th> <th style="width:25%;">Start Time</th> <th style="width:35%;">End Time</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>___ I just need the lights turned on.</p> <p>___ I have special light/sound needs and understand that any confirmation of dates will depend on availability of sound/light technicians</p> <p>___ I understand there are separate forms that need to be completed once the availability of the facility and sound/light technicians is confirmed. Please send that paperwork to me at: (provide your mail or email address)</p>	Day(s)	Date(s)	Start Time	End Time																																
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