

**EASTERN LOCAL SCHOOL DISTRICT
FACILITIES REQUEST FORM**

Part 1 (To be completed by Applicant)

Applicant's Name: _____
Name of Organization: _____
Applicant Email: _____ Phone: _____
Complete Address: _____

Street # and Name _____ City _____ Zip _____

Date(s) of Meeting(s): Day(s) _____ Time: _____ AM/PM to _____ AM/PM

Purpose/nature of Meeting/Event _____

Beginning and Ending Dates (if applicable): _____ to _____

Building Requested:

High School/Middle School (Includes middle and high school gymnasiums, athletic complex, platform room, and middle/high school side of cafeteria)

Elementary School (Includes elementary gymnasium, playground, elementary side of cafeteria)

Other: _____

Facilities Requested:

High School Gymnasium

Playground

Middle School Gymnasium

Athletic Complex

Single Room (specify: _____)

Field (specify: _____)

Cafeteria Only

Batting Cages

Cafeteria & Kitchen

Shelter House

Parking Lot (specify: _____)

Other (specify: _____)

If rental request is granted, I, and the above named organization, agree to abide by all rules and regulations of the Eastern Board of Education, accept financial responsibility for any damages to school property which may result from said rental, and hold harmless the Eastern Board of Education and its agents from any liability regarding personal injury incurred during said rental. I understand that this permission may be rescinded at any time because of conflicts, misuse of privileges, or because of interference with educational use.

Does the organization have a group insurance policy? Yes No

Signature of Applicant

Date

Part II (To be completed by the Building Principal)

Will employee overtime (custodians or cooks) be required? Yes No

If yes, type of employee and clock hours they must work:

Hours: _____ to _____

Signature of Principal

Date

Part III (To be completed by the Treasurer if applicable)

Overtime Cost: _____

Part IV (To be completed by the Superintendent)

Rental Approved

Rental Denied

Signature of Superintendent

Date