

CIRCLEVILLE CITY SCHOOLS  
PERMIT FOR USE OF SCHOOL FACILITIES

File: KG-E-1

Name of Organization \_\_\_\_\_

Requested School Building or Grounds \_\_\_\_\_

Area Requested (Please check all that applies):

Classroom  Auditorium  Playground  Cafeteria  Kitchen  Gymnasium  Athletic Facility (Specify)

\_\_\_\_\_

Other (Specify) \_\_\_\_\_

A.V. Equipment Needed (Specify):

\_\_\_\_\_  
\_\_\_\_\_

Nature of Program (Be specific): \_\_\_\_\_

Dates Requested (Day and Month): \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Do you plan to charge admission?  Yes  No

Acknowledgement and Release: The undersigned hereby acknowledges that only the area (s) and A.V. equipment requested on this form will be made available.

The undersigned hereby acknowledges receipt of the attached rules and regulations and further agrees to comply with the same. The undersigned further assumes full responsibility for the activity including damages and liability for accidents to participants and/or sectors and hereby releases the Circleville Board of Education and/or school personnel from any and all liability arising out of or relating to the use of school facilities.

Individual Requesting/Responsible for Use of Building:

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

(Approval Confirmation Memo will be e-mailed to you)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

When this application is approved, you will receive notification and the estimated cost for usage of the facilities.

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OFFICE USE ONLY

Approval of Building Principal: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Rental  Cook  Custodian  A.V. Technician

E-mail application to: [chad.spradlin@cvcgsd.com](mailto:chad.spradlin@cvcgsd.com) or Fax to: 740-474-3987

revised (6/10/16)

File: KG-E-2

CIRCLEVILLE CITY SCHOOLS – RENTAL FEES

BUILDING	GYMNASIUM	AUDITORIUM	CAFETERIA		CLASSROOM
			Without Kitchen	With Kitchen	
Circleville High School	150.00	100.00	50.00	100.00	20.00
Circleville Middle School	150.00	X	50.00	100.00	20.00
Circleville Elementary	150.00	X	50.00	100.00	20.00

\*Rates are a daily rate, no matter how many hours the rooms are in use by your organization.

\*In addition to the above charge, a custodian or cook fee must be paid to the Circleville City Schools at the rental rate.

Custodian rate per hour is \$30.00

Cook rate per hour is \$25.00

A.V. Technician rate per hour is \$30.00

\*Only approved school personnel may operate Auditorium lighting equipment.

CIRCLEVILLE CITY SCHOOLS  
USE OF SCHOOL FACILITIES  
RULES AND REGULATIONS

1. A charge for the use of a building shall be made according to the Rental Fees Form and for the areas that are requested on the Permit of Use of School Facilities Form.
2. A custodian must be on duty at all times when the building is occupied.
3. Organizations or groups to whom permission is granted will assume all responsibility for personal accidents or injury to participants or spectators.
4. When decorations are used nothing should be hung from the ceiling or wall light fixtures. Decorations must be removed immediately following the event (safety feature).
5. Kitchens shall be used only when authorized personnel is on duty.
6. The custodian shall be the last to leave the building and be responsible for locking all doors and windows, and turning off lights.
7. The group using the building will be responsible for any damages.
8. Rental fees will be invoiced.
9. The custodian, cook and /or A.V. technician fee will be invoiced after the event.
10. No school building or grounds shall be used for any of the following purposes:
  - a. Smoking, gambling, use of alcoholic beverage, or any unlawful use is strictly forbidden.
  - b. Buildings cannot be used for the instruction of children of school age unless such classes are deemed by the Superintendent to be a suitable supplement to the regular instructional program of the schools, and unless the schedules and charges, qualification of the teachers, and the quality of instruction conforms to standards established by the Superintendent of Schools.
  - c. Buildings cannot be used for personal gain or private enterprise.
  - d. Money-making events must use proceeds for school purposes or approved charitable, educational, character-building or other community welfare purposes.
11. Fees may be waived only by the Superintendent of the Circleville City Schools District if the reason is stated on the rental form.