

CINCINNATI PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL BUILDING OR GROUNDS

This application is not approved until issued by the school and all conditions on the reversed side are fulfilled

School Requested _____

Date Requested _____

Start Time for Set Up _____ am/pm Event Start Time _____ am/pm Event End Time _____ am/pm Lock Up Time _____ am/pm

Organization Name _____ Email Address _____

Address _____ Zip Code _____

Representative Name _____ Telephone No. _____

Send Bill To: Name _____ Address _____ Zip Code _____

Describe the event _____

Size of Group: Number of Adults _____ Number of Youth _____

FACILITIES DESIRED:

Auditorium (Main w/o Stage Lights) _____ Restrooms _____ Classroom (Show room Number) _____
Auditorium (Small) _____ Showers _____
Stage (Footlights & Border lights) _____ Pool (Showers) _____ Kitchen _____
Gymnasium (w/o showers) _____ Dining Room (Student) _____ Other (Describe) _____
Lobby _____ Dining Room (Faculty) _____

CONDITIONS UNDER WHICH THIS PERMIT IS TO BE ISSUED:

Sale of Goods * Yes _____ No _____ Collections *Yes _____ No _____ Admission Charge *Yes _____ No _____ Amount \$ _____

*If checked *Yes, Please Explain: _____

Proceeds of Money-raising Activities to be used for: _____

I certify the organization for which I am making this application does not discriminate on the basis of race, gender, ethnicity, color, age, disability, religion, national origin, ancestry, creed or sexual orientation. I have read and will comply with all conditions on the back of this form.

Signature of Applicant _____ Title in Organization _____ Date _____

Copy of valid identification (ex: Ohio Driver's License or State issued ID) must be attached to the application.

APPLICANT DO NOT WRITE BELOW THIS LINE

PRINCIPAL / ADMINISTRATOR RECOMMENDATION:

The use of the facilities requested by the applicant at the times indicated will not interfere with the school's program. There is no reason why the Organization should not use the requested facilities.

Principal's Signature _____ Date _____

Request Denied due to: _____

Fee recommendation: _____ Full fee for building use _____ Half fee for building use _____ No fee for building use

Employee:

_____ Building Engineer Employee Assigned _____ hours assigned _____
_____ Building Engineer Employee Assigned _____ hours assigned _____
_____ Custodian Employee Assigned _____ hours assigned _____
_____ Custodian Employee Assigned _____ hours assigned _____

(Principal should indicate which staff members will be on duty)

*****SCHOOL USE ONLY*****

PERMIT NUMBER _____ Date Issued _____ By Whom _____

Conditions: _____

The School District reserved the right to void this agreement if it conflicts with the mission and needs of Cincinnati Public Schools.

Some Pertinent Rules Governing Use of School Buildings and Grounds

Applicants should familiarize themselves with all applicable rules of the Board of Education governing the use of the facilities desired. These rules are available in the office of each school principal and on-line.

Special attention is invited to the following conditions:

1. The meeting must be open to all on equal terms.
2. Contract hours for all employees must be observed and building closed on schedule.
3. Proper care of building and equipment must be taken. Damage to and abuse or misuse of property and equipment should be reported immediately to the office of Building Operations/Food Services. Repairs must be made or paid for by responsible applicant.
4. Arrangements for use of stage scenery, public address system, motion picture projector, piano, or other equipment belonging to the school must be made with the principal of the school at time of making application. Should kitchen equipment be used, a Food Service employee must be assigned by Food Services Department. Charges, payable to the school and/or Food Services, are made for some of these facilities both for upkeep expense and for personnel to operate them.
5. No fund raising activity is permitted unless the proceeds (difference between income and expenses) are used for the benefit of the Cincinnati Public Schools or for an approved charitable educational, cultural, character-building, or other community welfare purposes.
6. No school building or grounds shall be used for commercial or personal gain, or for any program including any form of gambling.
7. No intoxicating beverages are permitted to be used in school buildings or on school grounds. No smoking is permitted on Cincinnati Public School property. Applicant agrees to enforce this regulation at all times while on Cincinnati Public School property.
8. No wrestling, boxing, karate, or similar activities shall be permitted unless sponsored by the schools.
9. No school building or grounds shall be used for engendering racial or religious prejudices or for any other purposes inimical to our school system and the democratic way of life.
10. Cincinnati Public Schools may require a security and safety plan be in place 30 days prior to event.
11. All groups must submit adequate Certificate of Insurance with a minimum of \$1,000,000 of coverage.
12. All fees must be paid prior to event. If additional cost arise the applicant is responsible for all additional expenses.
13. Organizer must be able to provide upon request references and background check.
14. In no case can capacity exceed the fire code.

APPLICATION MUST BE SUBMITTED FOR PROCESSING ONLINE