

PINE VALLEY CENTRAL SCHOOL DISTRICT

Request for Use of School Facilities

SCHOOL (Elementary or High School) _____

ROOMS/AREA NEEDED _____

EQUIPMENT NEEDED _____

DATES NEEDED _____ TIME _____ to _____

PURPOSE OF MEETING _____

ORGANIZATION _____

Contact Person: _____

_____ Phone: _____



It is the understanding of the person and/or organization requesting the use of the facilities that:

1. **Payment must be received prior to the use of the facilities.** Outside organizations are aware that the cost of heat, electric and custodial fees will be paid by the organization or individual requesting use of the facilities.
2. ONLY facilities applied for and approved are to be used.
3. Certificates of insurance of the organization must be filed with the application for those who request use of athletic facilities. Limits may obtained from ENB Insurance in South Dayton.
4. The possession, consumption or use of **alcohol or drugs** is strictly **PROHIBITED** on school grounds. PV is a smoke-free campus in accordance with state law. Use or possession of **tobacco and tobacco-related products (including smokeless/chewing tobacco)** is **PROHIBITED** by students, staff and public.
5. Parking is permitted ONLY in parking lots; not on grass or fields.
6. Only certified applicators are allowed to spray pesticides on school property. Therefore, pesticide application is prohibited.
7. Education Law (Section 807.1-a) requires that individuals attending after-school programs, events or performances conducted within a school building be informed of procedures to follow in case of an emergency. At the beginning of any program, the contact person is responsible for ensuring:

For adult interest groups, the notice should be given at least at the first meeting.

Exit directions/signs are posted in each room.

Signature of person in charge



REQUEST APPROVED: _____ DATE: _____

Building Principal

Fee to be charged: _____ Certificate of insurance: _____

Copy to: _____ Pete Morgante _____ Jerry Williams _____
 _____ Custodians _____ Requester _____
 _____ _____ _____