

Groups using school facilities Monday thru Friday must exit the facility by 9:00 p.m..

BUILDING/FACILITY RENTAL APPLICATION

Wayne Local Schools, 659 Dayton Rd., Waynesville, OH 45068
Phone: Elem-897-2761, MS-897-4706, HS-897-2776, CO-897-6971

Event: _____

Is this a public or private event? _____ Will a fee be charged for event? _____

Sponsor/Organization _____

Date of Event _____ Start Time _____ End Time _____

ATTACH DETAILED LIST OF MULTIPLE DATES & TIMES

Contact Person: _____ Work phone _____ Home phone _____

Address: _____ Fax number _____

Building/Rooms Requested: _____

Number expected _____

**Please note that food and drinks are never permitted in our gym facilities!
Refusal to abide by this policy may result in disapproval of future requests.
Be sure to read the attached policy carefully before signing your request.**

It is mandatory, for the protection of the above named sponsor/organization, that **appropriate liability insurance be purchased and a certificate of insurance be furnished with this application.** The above named sponsor/organization also agrees to indemnify and hold harmless the Wayne Local Board of Education and their agents and employees from all liability, claims, demands or costs, for or arising out of the facility being used by the sponsor/organization.

Signature of Sponsor _____ Date _____

Approval

Principal: Disapproves _____ Approves _____
Principal's Signature _____ Date _____

Athletic Director: Disapproves _____ Approves _____
Athletic Director's Signature _____ Date _____

If approved by Principal and Athletic Director send to the Superintendent

Superintendent: Disapproves _____ Approves _____
Superintendent's Signature _____ Date _____

SEE REVERSE SIDE FOR ESTIMATED RENTAL CHARGES