



APPLICATION FOR FACILITY/GROUNDS RENTAL
 VANDALIA-BUTLER CITY SCHOOLS
 BUTLER HIGH SCHOOL
 600 S DIXIE DRIVE
 VANDALIA, OH 45377

INSTRUCTIONS: Complete this form and return to the building principal at least two weeks prior to the requested use of the facility/grounds.

Date of Application: _____

Name of Organization/Group Requesting Rental:		
Name of Adult Assuming Responsibility:		
Address:		Zip Code:
Phone (H):	Phone (C):	Phone (W):
Email address:		

Please check facility/grounds requested:

<input type="checkbox"/> Performing Arts Theatre	<input type="checkbox"/> Spotlight
	<input type="checkbox"/> Piano
	<input type="checkbox"/> PAT Manager
	<input type="checkbox"/> Sound/Light Board Operator
<input type="checkbox"/> Lecture Room	
<input type="checkbox"/> Football Complex * - concession stands are additional, contact the Athletic Director	
<input type="checkbox"/> Student Activity Center	<input type="checkbox"/> Locker Rooms
	<input type="checkbox"/> Concession Stands - must contact Athletic Director
<input type="checkbox"/> Central Gymnasium	<input type="checkbox"/> Central Gymnasium and Locker Rooms
<input type="checkbox"/> Wrestling Room (fee – per event, per day; hours limited by Athletic Director)	
<input type="checkbox"/> Baseball Complex	
<input type="checkbox"/> Banquet Room	<input type="checkbox"/> Banquet room with Kitchen
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Cafeteria with Kitchen
<input type="checkbox"/> Computer Lab(s)	
<input type="checkbox"/> Classroom(s)	
Food to be served: Yes/No	Beverages to be served: Yes/No

Number of Participants: _____

Estimated number of spectators (if applicable): _____

Special Services/Equipment needed: _____



To Be Completed by Applicant			To Be Completed by School Personnel					
Date(s)	Day(s) of Week	Daily Times	Hours	Rate	Custodial Personnel	Food Service	Site Supervision	Cost
			Group Category:				Total Cost:	

<input type="checkbox"/> Copy of liability Insurance	<input type="checkbox"/> Hold Harmless Clause
Building Approved:	Disapproved:
District Approved :	Disapproved:

VANDALIA-BUTLER CITY SCHOOLS
APPLICATION FOR FACILITY/GROUNDS RENTAL
HOLD HARMLESS CLAUSE

_____, (group organizational name) in consideration of the use of the facilities of the Vandalia-Butler City Schools District, agrees to defend, hold harmless and indemnify the Vandalia-Butler City School Board of Education, its officers, members, employees, and agents in both their official and individual capacities (collectively the "Board") from all liability, claims, demands, damages, or costs for, or arising out of _____ (the use of particular facility/grounds, including the purpose for which the facility is used and the dates and times of its use), whether it be caused by the negligence of _____ (the group organizational name), the Board or either party's agents or employees as defined in Ohio Revised Code Section 74.011 (B), or otherwise.

DATE _____ Signature _____
 Printed Name _____
 Title _____