



# APPLICATION TO LEASE DISTRICT FACILITIES

Please complete this form and return it the Treasurer's Office, 7946 Beechmont Ave., 45255 or fax it to 513-231-3830. For questions, call 513-231-3600.

Application Date \_\_\_\_\_

Name of Organization (Lessee) \_\_\_\_\_

Address of Organization \_\_\_\_\_

Name of Organization Representative \_\_\_\_\_ Phone \_\_\_\_\_

Type of Event \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Other Information \_\_\_\_\_

### Location of Facility (check all that apply)

- Anderson High School (7560 Forest Road)
- Nagel Middle School (1500 Nagel Road)
- Maddux Elementary School (943 Rosetree Lane)
- Sherwood Elementary School (7080 Grantham Way)
- Wilson Elementary School (2465 Little Dry Run Road)
- Turpin High School (2650 Bartels Road)
- Ayer Elementary School (8471 Forest Road)
- Mercer Elementary School (2600 Bartels Road)
- Summit Elementary (8400 Northport Drive)
- District Operations (7550 Forest Road)

### Facility (check all that apply)

- Classroom
- Auditorium
- Media Center
- Cafeteria
- Gym
- Aux. Gym
- Swimming Pool
- Football Stadium
- Track
- Soccer Stadium
- Baseball/Softball Fields
- Soccer Fields
- Tennis Courts
- Parking Lot
- Other \_\_\_\_\_
- Food \_\_\_\_\_

### Staff Requests (check all that apply)

- Custodian
- Food Service
- Life Guard
- Game Manager
- Tech Support

### OFFICE USE ONLY-- APPROVAL

Anticipated Facility Rental Fee \$ \_\_\_\_\_

Estimated Custodial Charge \$ \_\_\_\_\_ (\$30 per hour, if necessary)

Estimated Food Service Charge \$ \_\_\_\_\_

Estimated Life Guard Charge \$ \_\_\_\_\_

Estimated Game Manager Charge \$ \_\_\_\_\_

Estimated Other Charges \$ \_\_\_\_\_

Specify \_\_\_\_\_ Total Charge (est.) \_\_\_\_\_

- Proof of Liability Insurance Attached
- Shared District Guidelines for Medical and Food Related Condition
- Section Seven, Cancellation, Reviewed and Initialed by Lessee
- Section Eight, Lease, Executed by Lessee and Lessor

Recommended for Approval     Recommended for Approval with Conditions \_\_\_\_\_     Denied

Recommended By \_\_\_\_\_ Date \_\_\_\_\_

Approved     Approved with Conditions \_\_\_\_\_     Denied

Treasurer's Office Approval By \_\_\_\_\_ Date \_\_\_\_\_