



# Building Permit for Avon Schools

- Avon High School
- Avon Middle School
- Stadium
- Avon Heritage North
- Avon Heritage South
- Avon East
- Avon Early Learning Center

Name of Organization/Group \_\_\_\_\_

Date Submitted \_\_\_\_\_ (Date form was filled out)      Date Requested \_\_\_\_\_ (Date building use is requested)

Area/Room Desired \_\_\_\_\_

Purpose \_\_\_\_\_      Approx. Number Attending \_\_\_\_\_

Hours      Sunday      Monday      Tuesday      Wednesday      Thursday      Friday      Saturday

<b>Arrival Time</b>							
<b>Event Start Time</b>							
<b>Event End Time</b>							
<b>Out Time</b>							

Equipment/setup needed \_\_\_\_\_

Application made by \_\_\_\_\_      Phone Number \_\_\_\_\_

Address \_\_\_\_\_

### HOLD HARMLESS STATEMENT

\_\_\_\_\_ agrees to indemnify and HOLD HARMLESS the Avon Board of Education and its agents and employees from all liability, claims, demands, damages, or costs for, or arising out of the activity being conducted, whether it be caused by negligence of the above or the Avon Board of Education or either party's agents or employees, or otherwise. The above organization and/or sponsor agree to be totally responsible for any and all damages to school property, including all costs while this permit is in effect.

Date Submitted \_\_\_\_\_      Signature of Building User (Read reverse side before signing) \_\_\_\_\_

Approved by: \_\_\_\_\_      Date \_\_\_\_\_  
Signature of Principal\*

\*Permission may be granted after a current Certificate of Liability Insurance is filed with the Board Office and the Treasurer and Superintendent/Designee's signatures are affixed and the permit returned.

Certificate of Liability Insurance Approved by: \_\_\_\_\_      Date \_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Signature of Superintendent

TOTAL AMOUNT DUE: \_\_\_\_\_      Please make check payable to:  
Avon Board of Education  
35573 Detroit Road  
Avon, Oh 44011



## COMMUNITY USE OF SCHOOL FACILITIES

A permit is necessary when a group or organization wants to use a school building, grounds, or facilities. An applicant for a permit must assure the Superintendent and the Avon Board of Education that the group/organization will comply with all regulations and will respect the property, equipment, and grounds of the school.

A sponsoring organization or group will indicate that it:

1. Intends to provide a program which will promote the welfare of the community and be for community purposes;
2. Will guarantee orderly behavior;
3. Will underwrite any damages due to its use of the premises;
4. Will pay for the use of equipment, property, or grounds at the rates as established by the Avon Board of Education.

### Conditions Governing Use of School Facilities

1. An employee of the Avon Board must be on duty whenever a school building or facility is used by an organization or group. (This requirement may be waived by the Superintendent.) The organization must have a responsible adult present at the activity at all times.
2. No school building or facility will be used for commercial or personal gain.
3. No building will be used for any fund-raising activity unless the proceeds are for approved charitable, educational, character-building, or other community welfare purposes.
4. Out-of-school groups will not begin with their activities until school is dismissed in the afternoon and the students have left the building.
5. On days when school is closed because of snow or other calamity, all activities scheduled for that date will be cancelled or postponed.
6. Building use will not be permitted for private individuals or family affairs. Buildings are to be reserved for community group use only.
7. There will be no smoking on school property.
8. The procedure for use of athletic facilities will follow the conditions outlined for the use of the buildings. Special emphasis will be given to providing sufficient police protection and adult supervision.
9. School-sponsored student groups must have the advisors present at the activity.
10. Groups which use school facilities must sign a waiver of liability and provide a certificate of fire/property damage and liability insurance naming the Avon Board of Education as an additional named insured having minimum \$1,000,000/occ., \$2,000,000 annual agg. liability limits and \$50,000 property damage limits to cover damages and/or liability to any person, property, equipment, or grounds. This insurance certificate and waiver must be provided to the Avon Board of Education Treasurer prior to any permitted building use.
11. The Board reserves the right to cancel or postpone any building permit.
12. In the event the group's approved permit time is not utilized, the authorized group will still be charged for their reserved building time unless another group replaces them on that date and time.

### Processing the Permit Application

Application forms are available in the offices of the Superintendent and principals. The completed application for a permit to use a school building or facilities will be filed with the Superintendent at least 30 days prior to the date of the proposed use when possible. The filing of the permit may originate in the principal's office. Responsibility for final approval rests with the Superintendent and/or the Avon Board of Education.

The Avon Board encourages the proper community use of school facilities. It is necessary, however, to ensure that such use does not interfere with the regular school purposes, impose undue burden upon personnel, or strain the limited funds allotted for building services and maintenance. Therefore, specific regulations have been established.