

Grandview Heights City Schools
 1587 W. Third Ave. *** Columbus, OHIO 43212
 phone: 614-481-3600 *** fax: 614-481-3648

APPLICATION FOR FACILITY USE

Date _____

Organization/Group	/ Address	/ Contact Person	/ Phone Number
Facility/Room/Area	/ Facility Used For		/ Est. Attendance
Date Requested	/ Time Requested	/ Special Equipment	
Contact's Signature	Date	/ Food/Meals (Only in approved areas)	/ Approved District Services Date
Approved-Building Principal Signature	/ Date	/ Approved-Athletic Director Signature (if required)	/ Date

Conditions

Facility Usage Fee	_____	@	_____
	Hours		Amount/Total
Overtime	_____	@	_____
	Hours		Amount/Total
Utilities	_____		
	Amount		
Total Due	_____		
	Paid	/	Balance Due

- Person completing application is responsible for following facility rules & regulations.
- Application is only for areas requested. District has right to cancel any event.
- Payment must be made in full at least one (1) week prior to event or application will be cancelled.
- **District is not responsible for supplying chairs, tables for any group. Tables, chairs may be used, depending on availability.**
- Group/organization is responsible for completing checklist on reverse side of this application.
- **For events after normal school hours, the doors will be locked 30 minutes past the scheduled start time.**

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Month: _____ Date: _____

Month: _____ Date: _____

Month: _____ Date: _____

Month: _____ Date: _____

Month: _____ Date: _____

Month: _____ Date: _____

- Events can only be scheduled 6 months in advance.
- Facilities must be vacated by 11:00pm unless prior arrangements have been made (depending upon availability of custodian).
- **District is not responsible for supplying tables/chairs for any event. Tables/chairs will be made available depending on availability.**
- Special request for equipment, additional facilities/areas, or personnel need to be made one (1) week prior to event. Extra fees must be paid in advance. Payments must be submitted to the office of district services and facilities.
- Special sound/lighting requests need to be made two (2) weeks prior to event.
- There is a charge for extra sound/lighting request.

Facility users are responsible for maintaining security of facilities/areas that are used. The following items must be checked and signed prior to leaving the facility/area. This form must be submitted to custodian on duty or sent to Office of district Services and Facilities.

Floors swept/trash emptied _____	Spills mopped up/stains removed _____
Restrooms checked/lights turned off _____	Tables, chaired stored after use _____
All doors, windows checked & locked _____	Check facility/area before leaving _____
All unnecessary lights turned off _____	Signature/Date _____