

Please check here if this is a North Fork District sponsored activity.  Please check here if this is a money-making activity.

# North Fork Local Schools Facility/Building Use Form

This form is to be completed and returned to the principal of the building/facility you are requesting.

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Building/Facility/Classroom Requested

\_\_\_\_\_  
Liability Insurance Carrier

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Name of Person/Organization

\_\_\_\_\_  
Purpose of Use

\_\_\_\_\_  
Person in Charge

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address of Person in Charge

\_\_\_\_\_  
Date(s) Facility Requested

\_\_\_\_\_  
Beginning Time

\_\_\_\_\_  
Ending Time

\_\_\_\_\_  
Event Time if applicable

Buildings are *not* available during winter break, spring break and summer break except for school teams and groups.

## SERVICES REQUESTED (Subject to charges per Board Policy if applicable.)

- Kitchen \$75.00 fee + Kitchen Staff & Custodial Staff
- Cafeteria \$75.00 fee + Custodial Staff
- Police Contact Utica Police Dept. 740-892-2211
- Other Services - See Activities Director for facilities charges.

## SETUP REQUESTED

- Sound System Needed
- Removal of Wall Partition Needed
- Mats on Gym Floor Needed
- Cafeteria Tables and Chairs Needed
- Other \_\_\_\_\_

A signature is required. I have read this agreement and agree to *all* rules as applicable and to pay all charges for the use of this facility. (Please see page 2.)

\_\_\_\_\_  
Signature Required

## FOR OFFICE USE ONLY

Principal(s) Approval  Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_  
Maintenance Supervisor  Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent Approval  Yes  No Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check calendars before approval and post to the appropriate calendar.

District Calendar checked  
(Administrator)

Building Calendar checked  
(Administrator)

Added to Calendar  
(Secretary – please initial)

COPIES WILL BE SENT TO THE APPROPRIATE PRINCIPAL FOR SCHOOL CALENDAR RECORDKEEPING.  
ANY CHANGES/CANCELLATIONS MUST BE REPORTED TO THE SUPERINTENDENT'S OFFICE.

# North Fork Local School District

312 MAPLE AVENUE, P. O. BOX 497  
UTICA, OHIO 43080-0497

MR. SCOTT HARTLEY, SUPERINTENDENT  
MRS. KELLIE BREEHL, TREASURER  
MR. MIKE MAXWELL, COORDINATOR of DISTRICT SERVICES  
MR. ADAM REYNOLDS, MAINTENANCE SUPERVISOR

BOARD OF EDUCATION  
MRS. FARRAH COOPERIDER, PRESIDENT  
MR. ANDY HOLLENBACK, VICE PRESIDENT  
MRS. BARBARA BRUCE, MEMBER  
DR. ROBERT KRUEGER, MEMBER  
MRS. LORI STRADLEY, MEMBER

## Expectations for Building Use for Youth Practices

- No propping open doors. Someone needs to wait at the doors to give access to participants entering the building.
- There must be a coach present at *all* times with the athletes, from the time they arrive until the time they leave.
- Parents and siblings must stay in the designated gym area. No one should be in the hallways or other areas at any time. This could result in the North Fork School District having practices be closed to parents with coaches and athletes being the only ones allowed in the facility.
- If you turn lights on, please be sure they are turned off at the end of practice.
- All trash must be picked up and disposed of properly before leaving.
- As a courtesy, it would be great if a dust mop would be run on the gym floor after practices to ensure that the floors stay clean for the next event that might follow. North Fork Schools will provide a dust mop, broom, and dustpan.
- Please be sure that all doors that were accessed are closed and locked behind you before you leave. If they are not, contact a custodian on duty so that they can make sure they are locked.

North Fork School District reserves the right to revoke building use at any time throughout the previously approved building use period if there are ongoing issues that are not being addressed.