

COMMUNITY USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT APPLICATION FORM

Attached to this cover letter is a form to be filled out by the party or parties requesting use of the school facilities.

Any party who is requesting use of school facilities should complete the request form attached. It will be the responsibility of the party desiring the use of school facilities to obtain from the building principal or activities director the approximate costs, if any, connected with such use and accept the charges imposed by the school district when payment is to be made. The use of facilities request will be approved by the superintendent.

Any time school facilities are in use by other than school personnel, at least one custodian will be assigned to duty and, if a school cafeteria facility is to be used, it may be necessary to assign a cafeteria employee to duty during the scheduled use of facilities. All wages for the above personnel to which the party is obligated for payment will be charged at a rate to be determined by the school district.

The superintendent or his designee will confirm all arrangements in writing which have been approved for use of facilities. The school will bill the party for any obligated costs following use of the facilities and payments due are to be made through the office of the superintendent of schools.

Expectations:

- After a school district facility, site, or equipment has been used by an entity, cleaning, including restoring the facility, site or equipment to the condition it was in prior to its use, will be done by the entity. However, if excessive costs are involved in cleaning or otherwise restoring the facility, site, or equipment to the condition it was in prior to its use, the board reserves the right to charge the entity for these excessive costs. Garbage must be carried out to the dumpsters located on site.
- Entities are required to stay within the area of the school district facility or site and use only the school district equipment authorized by the school district for use by the entity. Other school district facilities, sites, or areas in the school district building or equipment are off limits to the entity.
- Be prepared to leave the building at the end of your specified time.

REQUEST FORM FOR THE USE OF SCHOOL FACILITIES

Name of person making the request _____

Address _____

Cell Phone Number _____ E-mail _____

If representing an organization or company, please indicate _____

Which facility is being requested for use: _____

Purpose for which facility is to be used: _____

Date(s) the facility is to be used: _____

Actual time event begins: _____

Time the facility should be opened: _____

Approximate hours the facility will be in use: _____

Any special arrangements needed? _____

Any school equipment (other than desks, chairs, tables) that are needed? _____

Does the request include the use of kitchen facilities? _____

Does the request include the use of technology (school projector, microphones, etc.)? _____

Please list: _____

Do you agree to observe the no smoking areas and not bring alcoholic beverages or illegal substances on the premises? _____

Do you agree to pay for any damages occurring to school property due to your use of the school facilities? _____

Do you agree to accept the liability for any accidents or injuries to those in attendance at your request or invitation to the meeting, function, etc. for which you are herein requesting the use of school facilities? _____

NOTE: Cleaning/personnel costs TBD following event**OFFICE USE**

Facility Use Fee \$ _____

Kitchen Use Fee \$ _____

&/or Supervisor Fee \$ _____

Technology Fee \$ _____

Cleaning Fee (TBD) \$ _____

Personnel Costs (TBD) \$ _____

Signed by: _____

Date request filed: _____

Approvals:

Building Principal: _____

Activities Director: _____

Superintendent: _____