

**REQUEST FOR USE OF SCHOOL FACILITIES**

TO: Principal \_\_\_\_\_ School \_\_\_\_\_

We seek permission to use the following school facilities: (Requests must be submitted at least 3 weeks in advance of the activity.)

<u>Day(s)</u>	<u>Date(s)</u>	<u>From</u>	<u>(Hours)</u>	<u>To</u>
_____	_____	_____		_____
_____	_____	_____		_____

Purpose: \_\_\_\_\_  
 \_\_\_\_\_

Name of Group and Adult in Charge: \_\_\_\_\_

Is the organization/group a resident(s) of the school corporation?  yes  no

We wish entrance to the building at: \_\_\_\_\_ (time)

We will vacate the building by: \_\_\_\_\_ (time)

We expect an attendance of approximately \_\_\_\_\_ persons. Cost of admission or fees \$ \_\_\_\_\_

The following charges are required if admission fees are charged and for all groups not directly or indirectly related to the school. Private social functions are not permitted.

Check the facilities desired:

_____	Library	75.00		
_____	Classroom	75.00		
_____	Gymnasium	125.00		
_____	Kitchen	75.00	Supervisor (per hr)	_____
_____	Cafeteria	75.00	Cooks (per hr)	_____
_____	Cafeteria/kitchen (with refreshments)	100.00	Supervisor (per hr)	_____
_____	Cafeteria/kitchen (with meal)	125.00	Supervisor/cook (per hr)	_____
_____	Auditorium	175.00	Supervisor (per hr)	_____
_____	Swimming Pool (lifeguard must be on duty)	100.00	Other (per hr)	_____
_____			Supervisor (per hr)	_____
_____	Computer Lab	100.00		
_____	Ind. Arts Room	100.00		
_____	Weight Room	100.00		
_____	Other Building Space	75.00		
	Specify Space and Location:			
	_____			
			Custodial (per hr)	_____
_____	<b>Athletic fields:</b>			
_____	Football	150.00		
_____	Baseball	50.00		

Name of Applicant/Group/Organization: \_\_\_\_\_

Address of Applicant (Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco, controlled substances or alcoholic beverages on Corporation property.

\_\_\_\_\_  
Signature of Applicant

\*\*\*\*\*  
**THIS SPACE FOR CORPORATION USE**

This request has been approved and granted. Fees are payable in advance. Fees should be made payable to the Maconaquah School Corporation and delivered to the corporation treasurer.

RENTAL \$ \_\_\_\_\_ OTHER FEES \$ \_\_\_\_\_

This approval is subject to certain other conditions as set forth below:

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations/ Superintendent

\_\_\_\_\_  
Date

\*\*\*\*\*

This request cannot be granted for the following reason(s):

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations/ Superintendent

\_\_\_\_\_  
Date

## REGULATIONS FOR USE OF FACILITIES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user must show proof of insurance of at least \$1,000,000, and shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.

Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operation, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 1 hour prior to the activity and for 30 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Gambling of any kind is prohibited.

A school custodian shall be on duty whenever a facility is being used except as exempted by the Director of Operations. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of an audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

The Corporation will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Playground facilities may not be used by any youth over the age of 12 nor shall any person be allowed on playgrounds after dark. Children under the age of 7 must be accompanied by an adult.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.