

CHATFIELD PUBLIC SCHOOLS
Facility Use – Terms of Use Agreement

As a representative of the organization or group listed below, I understand and accept the following terms of use:

1. Use of alcoholic beverages, drugs, and smoking is prohibited in the buildings and grounds of the Chatfield School District.
2. Use of “open flames” is prohibited.
3. All electrical appliances must have a three-prong, grounded plug.
4. Rooms & equipment must be left in the same conditions as found.
 - a. Trash must be bagged and placed in the collection container.
 - b. Furnishings, equipment, & supplies must be returned to their original locations.
 - c. Check restrooms used for the event to make sure all trash is in the appropriate receptacles.
 - d. Check the floors in area reserved for spills. Clean accordingly.
 - e. If a custodian is not on-site, make sure lights are turned off and doors are closed.
 - f. On-site custodians will do general floor cleaning, assist with moving furnishings or equipment, provide direction, turn off lights, and lock doors.
5. All children must be supervised by an adult, and must stay in the area reserved.
6. The applicant is liable for any damage to equipment or facilities.
7. Do NOT prop outside doors open.
8. **Payment (if applicable) must be received within 3 business days after your reservation request is approved, or the reservation will be released.**

KITCHEN USE

1. Food prepared off-site may NOT be served in the kitchen unless prepared by a licensed food vendor.
 - a. Food prepared off-site must be served in the cafeteria.
 - b. **If there is a charge for the food**, it must be prepared on-site with certified food service personnel present or by a licensed caterer. Food prepared at home may not be served. (Contact Community Education for a list of approved food service personnel).
2. If preparing food in the kitchen certified food service personnel must be on site.
3. If any of the school’s kitchen equipment is used, a member of the Taher food service staff must be employed to supervise use and clean up.
4. Use of the Kitchen will only be allowed if it is indicated on the Facility Request.

Facility Use Fee Schedule

Organizations, public agencies, and community groups serving Chatfield residents are eligible to use the public school facilities based on the fee schedule below. Please note, facilities are not available for individual use.

(See description of classifications on page 2)

<u>FACILITY</u>	<u>CLASS I</u>	<u>CLASS II (per time unless otherwise noted)</u>
<u>Indoor Facilities</u>		
High School Gym	Free	\$25 \$200 (8-12 uses/school year) \$250 (more than 12 uses/ school yr.)
Elementary Gym	Free	\$25 per time \$200 (8-12 uses/school year) \$250 (more than 12 uses/ school yr.)
Cafeteria (Elem or H.S.)	Free	\$25
Classroom	Free	Free
Kitchen (serving only)	Free	\$25
Kitchen (cooking & serving)	Free	\$50
(To reserve the kitchen see "Kitchen Use" below)		
<u>Outdoor Facilities</u>		
Baseball / Softball Fields <i>(HS fields-not available March-May)</i>	Free	\$25 \$200 (8-12 uses/season) \$250 (more than 12 uses/ season)
Millcreek Fields (summer)	Free	\$25 \$200 (8-12 uses/summer) \$250 (more than 12 uses/ summer)
Football Field	Free	\$25 \$200 (8-12 uses/season) \$250 (more than 12 uses/ season)

*Additional fees for custodial services will be applied if field prep is required.

*The Activities Director will determine if scheduled activity is appropriate for the field requested.

Classifications

Class I (Top Priority):

- School Sponsored Organizations & Athletic Teams
- Community Education Activities & Events
- Open meetings of tax-supported agencies (political caucus, public hearings, elections, etc.)
- Charitable group meetings
- Local church organizations including youth groups and public events/activities.
- Organizations in which the school has membership or provides representation

Class II:

- Chatfield club and association teams
- Commercial, business, and city organizations
- Non-school sponsored events (i.e. Fundraisers & Benefits)
- Community Organizations
- Political party meetings & conventions
- Special interest groups

CUSTODIAL SERVICES (after hours and weekends)

** A custodian/supervisor must be on-site for events expecting 50 participants or attendees. Time frame will include a minimum of one hour for clean-up.*

Custodian/Supervisor	\$20/hr.
Set-Up	\$20/hr.

Events requiring extensive clean-up will require add'l custodial hours and will be charged accordingly.

EQUIPMENT

- If available, basic equipment (microphones, podium, tables, etc.) is included at no extra charge for on-site use. Equipment needed must be included on the facility request.
- Tables & chairs may be reserved for use in the community. Reservations must be made through the Community Education Office. School-sponsored activities will have priority. All other reservations will be approved in the order received.