

Procedures: Facilities Request Form

Only the District approved application form will be accepted.

Applications will be submitted to the Facility Coordinator and Business Director:

- Review application for completeness and Certificate of Insurance

- Contact interested parties for availability (Principal, Athletic Director, etc.)

- Enter information on district facility calendar for initial reservation of date/time (in red)

- Calculate facility charge and send to applicant

- Receive signed application from applicant

- Collect signatures from District personnel and notify departments of final approval,

- Contact all departments for need of additional staffing (custodial, security, technical, event)

- Enter information on district calendar in green

- Forward copy to Accounts Payable for invoicing

Accounts Payable Coordinator:

- Create invoice and send to applicant for collection. Due 30 days before event.

Administrative Regulations: Facilities Usage and Requests

Director of Fiscal & School Services (or designee- Facility Coordinator)

- Responsible for completed applications
- Responsible for establishing and maintaining fee schedule
- Maintains records of facility usage and other necessary documents
- Ensures proper invoicing and collection of funds
- Maintains district rental calendar

Director of Facilities

- Coordinates additional custodial staffing for events
- Reports and responds to reported damages/ lost items/ or other facility issues created by a rental agreement applicant
- Reviews facility calendar for accuracy and reports possible issues to coordinator
- Makes recommendations for needed custodial staffing for invoicing purposes prior to approval
- Coordinates tours with prospected renters upon request

Building Principal/Athletic Director

- Reviews facility use schedule and reports possible conflicts before approval
- Sign application to verify availability
- Coordinate tours with prospected renters upon request
- Make recommendations for additional staffing for invoicing purposes prior to approval
- Reports damages/ lost items/ or other facility issues created by a rental agreement applicant

Applications (must be completed by anyone using the facility)

Must include:

- All contact information (two (2) persons)
- Event information (clearly written)
- Facility requested, and areas requested
- Signature of Applicant (two areas)
- Certificate of Liability (if appropriate)

Submission: To Facility Coordinator per policy via mail, email, or in person

Early submission is encouraged

Approval/Denial:

All required signatures must be present for approval processing to begin

Applications will be reviewed by the Facility Coordinator

Discrepancies or incomplete applications will be reviewed with the Director of Fiscal Services

Approvals and denials will be communicated by the Director of Fiscal Services or designee

Superintendent will approve applications for use of facilities on Sundays or over a designated fee amount

All approved applications will be held as evidence for liability to the applicant. The district reserves the right to require Event Staffing, Security, Police Supervisions, Custodial services, Technical services and others at the expense of the Applicant.

Security Deposit and Cancellation Policy:

A security deposit of 10% will be collected from all applicants. It will be held at the district and returned after an event has taken place and the facility is checked for loss or damages.

Any applicant needing to cancel an event must do so within 30 calendar days to receive a full refund. Cancellation between day 29 and day 15 prior to an event will result in a 50% reimbursement of fees. No reimbursement will be given within 14 calendar days of an event.

Inclement weather and unforeseen occurrences beyond the control of the applicant are not relevant to the above cancellation policy.

Fines may be assessed by the district to any applicant who damages property, breaks the law by creating an unsafe environment on campus, or breaches any part of the signed contract. These fines will be determined by the district administration and law enforcement officials.

Continuation of the behavior outlined above will result in the loss of privileges for facility use.