

MANCHESTER LOCAL SCHOOLS  
BUILDING USAGE REQUEST FORM

Rules of usage:

- A. Each activity must have an adult supervisor who will be responsible for proper conduct of the activity. The supervisor must be at the school door at the agreed upon time so that door can be unlocked. The supervisor will see to it that all members of the group gain entry to the building through the approved door. The custodian may not be called from his regular duties in order to admit member of the group.
- B. All members of the group will rein in the area where the activity is being conducted. They are not permitted into other areas of the building.
- C. The supervisor will be the last member of the group to leave the building.
- D. The supervisor will be responsible for any damage done to the building by the group.
- E. These same rules of usage apply to the football field and facilities at the field.
- F. The Manchester School Board and its employees are in no way liable for any injuries, personal or otherwise, or damage to equipment used by groups or organizations using school facilities.

.....  
Name of Organization \_\_\_\_\_

Contact Name and Phone Number \_\_\_\_\_

Address for Billing \_\_\_\_\_

Manchester Resident (circle)      Yes      NO

Building (circle)      High School    Middle School    Nolley Elementary    Football Field

Room (circle)      Gym    Classroom    HS SS Complex    Café    Other \_\_\_\_\_

Date(s) of use \_\_\_\_\_

Chairs needed? \_\_\_\_\_ How Many \_\_\_\_\_

Time of use \_\_\_\_\_

Wires hung? \_\_\_\_\_ Where? \_\_\_\_\_

(including set up time)

Cost of Usage (per attached usage cost sheet)      \$\_\_\_\_/hour

\$\_\_\_\_/hour      Total Est. Cost \$\_\_\_\_\_

**I have read and will comply with the above Rules of Usage. I will notify the building principal if we are going to cancel a scheduled usage.**

\_\_\_\_\_  
Signature of Organization Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Master Custodian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Secretary

\_\_\_\_\_  
Date

**PROOF OF INSURANCE MUST BE ATTACHED TO THIS FORM WHEN SUBMITTED!!**

**Charges for Use of School Facilities**

**A. School-Related Activities**

1. Use of school facilities on days when school is in session shall be free of charge.
2. Use of school facilities on days when school is not in session shall be free of charge when the presence of a custodian is not required. If a custodian is required, the rental fee shall be \$30 per hour.
3. Official school activities shall be free of charge at all times.

**B. Resident and Nonresident Activities**

Residents' and nonresidents' rates shall be determined by the majority of participants. Fifty percent plus one shall determine a majority. A roster of participants shall be attached to the building usage form.

**RESIDENTS' COST PER HOUR**

	Gym	Classroom	H.S. S.S. Complex	Cafe
Days School In Session	\$25.00	\$10.00	\$15.00	\$25.00
Days School Not In Session	\$45.00	\$30.00	\$40.00	\$45.00

**NONRESIDENTS' COST PER HOUR**

	Gym	Classroom	H.S. S.S. Complex	Cafe
Days School In Session	\$45.00	\$15.00	\$30.00	\$45.00
Days School Not In Session	\$70.00	\$40.00	\$55.00	\$70.00

**FRANCE FIELD**

**RESIDENT**

\$45 per hour  
 \$75 per hour with lights  
 \$125 deposit for clean up

**NONRESIDENT**

\$90 per hour  
 \$120 per hour with lights  
 \$150 deposit for clean up

Set up and clean up time shall be estimated and added to the charge.

**C. Kitchen Use**

When use of the school kitchen is requested, a qualified person must be present to supervise the operation of the facility. If a qualified person is not available, a school employee must be hired. An additional fee of \$30 per hour shall be paid to the Board. This rental fee shall be in addition to other charges for other facility use.