

Application for Community Use of School Property

The undersigned applicant hereby requests the following community use of school facilities.

Date of Request: _____		Name of Facility: _____	
Date(s) Facility Will be Use: _____		Are sales to be conducted on site? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>If yes, give a complete description of what will be sold, when the sale will occur, and for what the proceeds will benefit:</i> _____			
Beginning Time: _____		Ending Time: _____ <i>(indicate AM / PM)</i>	
Purpose: _____			
Beginning Time: _____		Ending Time: _____ <i>(indicate AM / PM)</i>	

I. GENERAL PROVISIONS

The undersigned applicant agrees and certifies to the Danville Board of Education that all activities and programs conducted on school property shall be subject to the following terms and conditions.

- A. All activities or events must be scheduled by the Principal/designee.
- B. That the activities and uses of the property shall be the responsibility of the applicant and shall be conducted in accordance with all school rules and regulations. Applicant shall be liable for any damages which occur to the school property during use by applicant.
- C. Danville Schools Central Office will bill user group for facility rental and personnel costs including overtime salary and fringe benefits. Rental of Gravely Hall also includes the costs for the Technical Director. Use of school kitchen includes costs of a food service employee.
- D. That use of a school facility for personal profit is prohibited. Use of a school facility for non-school fundraising is prohibited.
- E. The use of tobacco is prohibited at all times in or on any property owned or operated by the Board and in outdoor facilities owned or operated by the Board during all District-sponsored activities, including sporting events.
- F. The use and/or sale of alcoholic beverages is prohibited in school buildings or on school grounds.
- G. No immoral or illegal activities shall be permitted on any property or ground owned by the Board.
- H. No organization will be allowed to sell or serve soft drinks or food unless permission is granted prior to the rental.
- I. The organization using the facility must make arrangements for crowd control as well as supervise participants.
- J. The school will be responsible for routine maintenance before and after rental. Please notify the Principal/designee of any conditions that need to be corrected. The applicant is responsible for leaving the facility and grounds in the same condition as they were found. It is further understood that a school employee (custodian) is required to be in the building during all uses of the facility. The employee insures security, unlocks and locks the facility, and handles all utility usage/emergency response when warranted.
- K. The renting organizations and officers thereof, shall name the school as an additional insured on the group's insurance coverage, receiving contractual hold harmless and indemnification protection and requiring note of cancellation of the outside group's insurance coverage.
- L. The renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract.
- M. That the Danville Board of Education shall, in all cases, have the final decision governing the use of school facilities
- N. Approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.
- O. The organization using the facility will follow all state level guidelines for safety during a pandemic.

NOTE: The specific requirements set forth in Board policy 05.31 shall be adhered to.

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FEES FOR LEASE OF SCHOOL FACILITIES

Facilities	Usage Fees	Estimated Personnel Wages
Gravelly Hall	\$300 per event \$150 per practice	Tech Director @ \$22.50 hr. Custodian @ \$20 hr.
Cafeteria	\$25 per hour	Food Service Employee @ \$15 hr. Custodian @ \$20 hr.
Classroom	\$25 per hour	Custodian @ \$20 hr.
DHS Gym	\$50 per hour	
BMS Gym	\$40 per hour	
MGH, ELT, JRE Gym	\$35 per hour	
Practice football field	\$75 per event	
Athletic Fields	\$100 per event	
Admiral Stadium	\$275 per event	
<p><i>Hourly wage and fringe for custodian will not apply if use of facility occurs during the custodian's regular work schedule.</i></p> <p><i>A minimum fee of two hours will be charged unless rental fee is per event.</i></p>		

II. RENTAL AGREEMENT

	Hours	Rate	Total
Rental Fee			
Practice Session (s)			
School Supervisor			
Media Technician			
Custodian			
Additional Staff			
Damage Deposit			
TOTAL DUE			

Special Instructions: _____

Copies of the Rental Agreement will be sent to the School Representative, Organization Representative, and the Danville Board of Education.

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III. Rental Agreement

To be completed by APPLICANT
<p><i>I have read the terms and conditions of this lease of school facilities and agree to be responsible of compliance with each term listed above.</i></p> <p>SIGNED: _____</p> <p>PRINT NAME: _____</p> <p>CONTACT PHONE NUMBER: _____</p> <p>ORGANIZATION: _____</p> <p>BILLING ADDRESS: _____</p> <p style="text-align: center;">STREET STATE ZIP</p> <p style="text-align: center;"><i>Applicant: Submit completed form to building Principal for approval</i></p>
To be completed by BUILDING PRINCIPAL
<p>Principal Approval <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>If request is not approved, explain below and mail copy of this form to applicant</i></p> <p>Non-approval explanation: _____</p> <p>If approved, event has been <i>tentatively</i> added to school Event Calendar. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Principal Signature: _____ Date: _____</p> <p style="text-align: center;"><i>Principal: Upon approval, submit form to Facilities Director for consideration.</i></p>
To be completed by BOARD PERSONNEL
<p>Facilities Director Approval <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Signature: _____ Date: _____</p> <p><i>Director: Upon approval, submit to Superintendent for Board consideration.</i></p> <p>Board Approval <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Superintendent/Board Signature: _____ Date: _____</p> <p style="text-align: center;"><i>Central Office Personnel: Submit/mail copy of approval or non-approval to requesting group and Principal.</i></p>

REVIEW/REVISED:8/24/2020