

MADEIRA CITY SCHOOLS

RENTAL/USE OF FACILITIES APPLICATION

NAME OF BUILDING /FACILITY REQUESTED _____

NAME OF REQUESTING ORGANIZATION _____ AREA OF THE FACILITY REQUESTED _____

THE AREA OF THE FACILITY REQUESTED WILL BE USED FOR THE FOLLOWING ACTIVITY. (Provide additional details on attachment to application):

APPROXIMATE # OF PERSONS _____ LEVEL OF REQUESTING ORGANIZATION:

CERTIFICATE OF INSURANCE (attach to application) 1. [] 2. [] 3. []

PERSON WHO WILL BE PRESENT AND SUPERVISING THE ACTIVITY DATE(S) THE FACILITY IS REQUESTED

FROM _____ A.M. TO _____ P.M.

I have read the Terms/Conditions/Regulations, Supervision, and Insurance requirements for Community use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility.

PERSON MAKING REQUEST ON BEHALF OF THE ORGANIZATION Email Address Street Address

Telephone #'s cell/other BILLING INFORMATION: NAME DATE ADDRESS CITY, STATE, ZIP PHONE:

RETURN TO THE OFFICE OF THE PRINCIPAL

APPROVED _____ DISAPPROVED _____ STIPULATIONS: _____ CUSTODIAL FEE - (SEE FEE SCHEDULE) _____ KITCHEN FEE - (SEE FEE SCHEDULE) _____ OTHER FEE - TECH, SOUND, LIGHTING _____

SIGNATURE OF PRINCIPAL/ADMINISTRATOR _____ DATE _____

*FORWARD TO TREASURER AFTER ACTIVITY IF INVOICING IS REQUIRED. PROVIDE USAGE INFORMATION FOR BILLING.

Terms/Conditions/Regulations

1. No event shall infringe upon or interfere with the regular programs of the school.
2. School rules/regulations/policies/guidelines must be followed. Users must take reasonable steps to ensure orderly behavior. Responsibility for enforcement of rules and regulations concerning use of District 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 District facilities.
3. 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.
4. Non-marking gym shoes must be worn when using any gymnasium floor.
5. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
6. Playground facilities may only be used by age appropriate children. No person is allowed on playgrounds after dark.
7. Use of alcoholic beverages or controlled substances in the building or on the premises will not be permitted on District property at any time.
8. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District 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.
9. 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**.
10. 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, operating, or supervising special or extra equipment will be charged to the using group.
11. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, and aisle ways.
12. On days when school is closed because of weather or other calamity, all activities scheduled for that day will be cancelled or postponed, with the exception of an activity scheduled on a rental basis. Cancellation or postponement will be at the discretion of the building principal.
13. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend upon the availability of building service personnel for supervision.
14. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.
15. Only personnel authorized by the **Building Administrator** may handle electrical, HVAC controls, or lighting/sound/stage equipment.

16. A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. 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.
17. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
18. The kitchen may only be used by a group if arrangements are made to have one (1) of the food service workers present (two (2) hour minimum).
19. Smoking is prohibited in all schools and within thirty (30) feet of all school buildings. All users are responsible for complying with this regulation.
20. Organizations or groups are required by law to be responsible and pay for any damage to the facility or equipment including property of students and/or employees.
21. The District will not be responsible for any loss of valuables or personal property.

Supervision of Rented Facilities

1. Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.
2. Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.
3. If the Supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.
4. Supervisors are responsible for the enforcement of all **Terms/Conditions/Regulations** regarding the use of District facilities.
5. The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Insurance Coverage, Security, and Custodial Support

1. Groups must present to the District Certificates of Insurance at the amount approved annually by the **Board of Education** (fee statement) verifying:
 - a. Property coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers damage to the facilities.
 - b. Liability coverage in an amount not less than listed on the **Statement of Fees** document (approved annually by the **Board of Education**) that covers participant and spectator injury and/or death; and errors/omissions of members of said group.
2. If security is deemed necessary by the school officials, it shall be the responsibility of the organization engaging the building or part thereof, to arrange to have such service provided at lessee's expense.

3. Youth organizations using the building and facilities must be supervised by an adequate number of adult sponsors to ensure proper care and use of school property.
4. All groups, which involve Madeira City School students, must have an employee of the **Board of Education** or Board approved volunteer present during the entire activity.
5. Indoor conditioning for baseball or softball is only permitted after March 1st in the South Gym at Madeira High School. Baseball and softball are not permitted in other school facilities.

4/19/10
11/20/17