



FAIRLESS LOCAL SCHOOLS FACILITY RENTAL APPLICATION

Application Date: _____ School: _____

- Gymnasium
- Locker Rooms
- Auditorium
- Media Center
- Kitchen
- Cafeteria

Name of Event/Group: _____

Are **all** students involved in the activity Fairless students? ___ Yes ___ No If not, how many are **not** Fairless students? _____

Are the students/adults being charged to participate in this program? If so, what is the fee? _____

REQUESTED DATES: _____ Day(s) of week: _____

Hours: _____ Ending Date: _____

GROUP LEVEL: I II III (please circle)

Services Required:	No. Hrs.	Start Time	End Time	Equipment Needed
Custodial _____	_____	_____	_____	_____
Cafeteria _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____
None: _____				

*Please allow time for set up and tear down before and after event.

I have read the Fairless Local School Board Policy, rules and regulations and agree to all terms and conditions: The _____(group/individual) agrees to fully indemnify and hold harmless the Fairless Local School District from any and all liability, losses, claims, damages and expenses arising out of the _____(group/individual) performance or on performance of its obligations hereunder.

Applicant: _____(print) Phone: _____

Address: _____

Signature: _____ Date: _____ Phone: _____

Applications must be submitted two weeks prior to requested date. There will be NO gymnasium usage for K-8 students after 8:30 p.m. Sunday – Thursday. Even if the group is determined to be a Level I group, fees will be charged if the activity is outside normal, custodial working hours. (Ex: Sundays are outside of normal custodial hours.)

.....
(For Administrative Use Only)

APPROVED DATE(S): _____

TIMES: _____

APPROVED BY:

Athletic Director: _____ Date: _____

Maintenance Supv.: _____ Date: _____

Building Principal: _____ Date: _____

Superintendent: _____ Date: _____

Administrators should, in advance, advise custodial and/or other staff of requests of dates and needs for use of facilities.

RENTAL FEE: _____

USE OF DISTRICT PREMISES

BOARD POLICY 7510

The Board of Education believes that school premises should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

For purposes of this policy, the terms "school premises" or "premises" refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term "non-school hours" refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

The Board will permit the use of school premises when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Superintendent.

School premises shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools (including giving instructions in any branch of education, learning, or the arts);
- B. uses and groups indirectly related to the schools;
- C. meetings of employee associations;
- D. uses for voter registration and elections;
- E. departments or agencies of the municipal government;
- F. other governmental agencies;
- G. uses related to the public library, including a station for a public library or reading room;
- H. community organizations or groups of individuals primarily comprised of District residents/members of the community, including students (during non-school hours) and employees (when not working in the scope of their employment) formed or gathered for charitable, civic, social, religious, recreational (e.g., indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or pleasure), and/or educational purposes, provided such meetings and/or entertainment is nonexclusive and open to the general public.

School premises may be made available for the uses listed below commercial or profit-making organizations or individuals offering services for profit.

School premises shall also be made available to any certified candidate for public office and any recognized political party or organization for the purpose of conducting public discussions of public

questions and issues. School premises shall be free of charge and available only during non-school hours. Users shall abide by all District policies, guidelines, and rules regarding the use of school premises and be liable for any damage incurred. Under no circumstances shall school premises be used to raise funds for political purposes.

Should all or any part of the District's community be struck by a disaster, the Board shall make school premises available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the FEMA to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use school premises including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to school premises.

Revised 11/16/07

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Legal

R.C. 3313.75 - .79, 3313.791, 3501.29

P.L. 98-377

Fairless Local Schools

AUTHORIZED USE OF DISTRICT-OWNED FACILITIES REGULATIONS

School buildings and grounds represent a heavy investment by the taxpayers of the District. It is the desire of the Board that maximum use be made of the facilities and grounds under its jurisdiction. It is necessary to ensure that community use does not interfere with school uses, impose undue burden upon personnel or strain the limited funds allotted for building services and maintenance. The following rules and regulations are promulgated relative to the implementation of Fairless Local School District's Policy 7510 on the use of school facilities:

Priority of Use – the first priority of school facilities is to support the education of the District's students. Once that priority has been met, school facilities and grounds will generally be scheduled on a first come, first serve basis according to the following priorities:

Level I

- a. Curricular activities;
- b. Student extra-curricular activities, district and staff meetings and any parent/resident program sponsored by staff relating to the District's mission or goals;
- c. Entities that have entered into a lease or use and management agreement with the Board of Education
- d. School support organizations, such as booster clubs, PTO groups, After Prom, Ohio High School Athletic Association or the Ohio Music Education Association, or other athletic feeder programs with head coaches in the Fairless Local School District;
- e. Community groups and organizations not sponsored, sanctioned or controlled by the Board of Education; but who contribute directly to opportunities for the safety and well being of District students. Groups currently recognized include but are not limited to, Boy Scouts, Girl Scouts and youth sports.

Level II

Local non-profit groups. "Local" shall be defined as being located within the boundaries of the District and a majority of the membership shall be District residents. Non-profit groups must provide proof they hold a 501-C designation. Fees will be charged.

Level III

For profit groups who charge fees and/or admission, sell products or merchandise, or solicit donations for the purpose of personal profit. Fees will be charged.

District partnership, Community, and/or other outside usage requests cannot be considered until the yearly District and individual School calendars have been approved. This includes all functions of the academic, athletic, social, and extended studies programs.

RENTAL REGULATIONS

- a. Any group or individual applying for use of school facilities will be classified at one of the designated levels. These classifications will be used in determining any charges.
- b. School rules and regulations must be followed.
- c. An employee of the Board must be on duty whenever a school building or school stadium is used by anyone other than a Level I a, b or c user. If technical or specialized areas are utilized, technical or specialized support will be required (i.e. sound system and performing arts center).
- d. An employee of the cafeteria must be present, at the expense of the renting group, when the kitchen is being used.
- e. When custodial service is required beyond normal working hours (weekend, Sunday or holiday) by a renting group, the custodians will be compensated for any time in addition to time needed prior to and following the use of the requested area.
- f. The Superintendent/or **designee** may refuse anyone the right to use school facilities based upon the District's prior experience with the group or similar uses.
- g. Lab type classrooms are only available with the Superintendent's/or **designee's** written approval.
- h. All furniture and equipment moved must be repositioned.
- i. Organizations or groups are required to pay for any damage done over and above ordinary wear and tear. Excessive or unreasonable wear and/or destruction of school property shall lead to denial of future applications for building use.
- j. Each organization will designate an adult who will be responsible for the use of the facilities (the Responsible Adult). Said adult shall provide names, addresses and phone numbers of those coaches/supervisors responsible during designated time slots.
- k. All events involving minors will be ably chaperoned by one or more adults. At least one week prior to using the facilities, the Responsible Adult will provide the Building Principal with a list of chaperones and the expected number of minors involved in the activities. The District reserves the right to require additional chaperones. In the event the Rental Group does not provide additional chaperones, the District reserves the right to revoke the Rental Group's ability to use the facilities.

- l. Only authorized District personnel and contractors may handle electrical or heating/air conditioning controls or lighting, sound and stage equipment.
- m. Indoor conditioning for baseball or softball is permitted per OHSSA guidelines. The only equipment approved for use during such conditioning would be incredi-balls (soft foam balls) and gloves. Any other type of baseball or softball use must have prior approval. Violation of this equipment rule would result in loss of all future gym time. No batting practice is permitted in the Elementary or Middle School Gymnasiums.
- n. All properties not belonging to the school system are to be removed after each performance or close of activity. Other arrangements for removal will be considered upon request.
- o. Clean tennis shoes must be worn on the gym floor.
- p. The District reserves the right to withdraw its previously granted approval (and return any fees received) to use a facility in the event that facility is needed to support a school sponsored activity (i.e. a re-scheduled athletic contest or musical performance).
- q. Prohibitions
 - i. Sunday Use – school buildings will not be available for use for recreational purposes on Sunday. Exceptions to this provision may be granted by the Superintendent.
 - ii. Alcohol, Drugs and Tobacco – No smoking, alcoholic beverages and/or drug related material or look-alike drugs or any symbol thereof are permitted on school property.
 - iii. Food and beverage may not be sold without the prior permission of the Superintendent of Schools or designee. Food and Beverages, other than water, may not be consumed in the Gymnasiums.
 - iv. No animals, except for those assisting the deaf and visually impaired, are permitted in District buildings without the prior written approval of the Superintendent.
 - v. The High School gym is not available to community groups unless specific permission is granted by the Superintendent.
- r. In emergency closing of schools, permit is void.

FEE INFORMATION

Schedule of Fees for Use of School Facilities (Based upon each usage)

1. Rental Rates for Level I
 - a. Any school groups or employee/school support groups scheduling meetings, events or activities for students and/or staff may use facilities at no charge at times when the building is normally open and a custodian is on duty. All activities or events shall be chaperoned by one or more adults in the rooms and spaces designated.
 - b. Employee/school support groups may be granted use of school facilities at no charge for all events considered a part of school activities. Charges may be incurred if activities or fund raisers are scheduled on days or during times other than regular custodial shifts or when food service or technical support would be required.

2. Rental Rates for Level II and III
 - a. Each Rental Group shall pay the fees described in the Schedule of Fees for Building/Facility Rental and any additional costs incurred by the District in connection with such use.
 - b. A certificate of insurance may be required.
 - c. A facility minimum use fee of \$15.00 per hour may be required.
 - d. Superintendent will maintain current fee schedule for utility and equipment usage.

3. Application fees and rental rates for Level III
 - a. A certificate of insurance must also accompany completed applicants.
 - b. Each rental group shall pay the fees described in the schedule of fees for building/facilities rental and any additional costs incurred by the District in connection with such use.

CHARGES AND PRIORITIES FOR USE OF SCHOOL PREMISES

This procedure is established to implement the Board of Education policy governing use of school premises. The following categories are established to determine priorities and a schedule of fees for the approved users listed below other than regular curricular programs or activities, when designated school premises are available.

In all cases, emergency uses for disasters, shelter needs, and the like will take precedence.

Fee Arrangements and Priorities

A. Category 1: Student Groups

Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, non-school-sponsored clubs and organizations.

Fees for Category 1:

For occasional use during usual hours of operation, no charges will be assessed. When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.

Charges for these groups will be limited to costs incurred for extraordinary activities involving prolonged set-up, use and clean-up, and special services (security) associated with major District-wide activities. In such cases, fees will be mutually determined between the requesting parties and the school administration.

B. Category 2: Community Groups Affiliated with the Schools

Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. They will be granted second priority to available school premises.

Fees for Category 2

(SAME AS CATEGORY 1)

Fees for regularly scheduled, long-term or sustained use will be made based on negotiated settlements between the parties, developed from the direct and indirect costs incurred by the District.

In addition, requests for permits for extraordinary activities involving prolonged set-ups, use and clean-up, and/or special services (security) shall require an additional negotiated fee.

C. Category 3: For Profit Groups

**PLEASE REFERENCE THE ATTACHED
SCHEDULE OF RENTAL FEES**

Rental Fees and Support Service Charges

All charges are for two-hour minimum rentals. Support service charges apply to all rentals during non-routine hours except for directly related school functions. Rental of Performing Arts Hall requires a minimum of one custodian to be on duty at an hourly rate of \$25.00 per hour per custodian.

All other non-school related rentals will be charged for support services at the following rates: Custodial - \$25.00 per man hour. Food service - \$25.00 per man hour. Food service staff may be required when using kitchen or kitchen equipment.

<u>Facility/Area to be Rented</u>	<u>Security Deposit Required</u>	<u>2 hr. min. charge non-school, non-profit</u>	<u>Charge for each additional hr.</u>	<u>2 hr. min. charge commercial. for profit</u>	<u>Charge for each additional hr.</u>
Gymnasium	L3 - \$80.00	\$60.00	\$40.00	\$200.00	\$100.00
Cafeteria	L3 - \$50.00	\$50.00	\$25.00	\$200.00	\$100.00
Stadium Football Field	L3 - \$500.00	\$700.00	\$350.00	\$1,000.00	\$500.00
Softball/Baseball Field	L3 - \$150.00	\$100.00	\$50.00	\$200.00	\$100.00
Batting Cage/ Aux. Gym	L3 - \$500.00	\$250.00	\$125.00	\$500.00	\$165.00

Be aware that substantial additional charges can be accrued for repairing damage to any of the facilities or if additional custodial set-up, teardown or cleaning time is required. Refund of the security deposit is subject to any additional charges which may be accrued.

The superintendent at his/her discretion may make additional space available on an individual basis.

Renters may be required to provide a certificate of insurance verifying the group or organization has a minimum of \$3,000,000.00 in liability coverage and also must have the Fairless Local School District named as an additional insured.

Lucinda J. Frailly Performing Arts Center
 800 7th Street, SE
 Brewster, OH 44613

Auditorium – Rental Procedures

Performing organization will apply for use through the facility request process. Requests will be reviewed by Fairless Local Administration

Organization classification will be determined

Rental agreement option will be determined (See Rental Options)

Organization will be notified of approval

Deposit required – 50% of cost due one week prior to event

Brewster Police Department must be used for security if requested by Fairless Local Schools (4 Hour minimum)

Certificate of Insurance naming Fairless Local Schools as an also-insured on liability insurance will be required of the lessee. Any damages that arise during the use of Fairless Local facilities will be the responsibility of the lessee. Certificates must be submitted at least two weeks prior to the event.

Rental Agreement – Option 1 (Meetings, Presentations, Dance Recitals or Non-Theatrical Events)

*** Rehearsal days requiring use of Tech Equipment / Staff will be charged the day rate plus additional hours, if needed).**

Class of Prospective Renter	Description of Charges
Class III	\$1,500 (4 hour minimum) + \$150 each additional hour. Advanced set-up is charged hourly.
Class II	\$750 (4 hour minimum) + \$75 each additional hour. Advanced set-up is charged hourly
Class I	No rental fee. Custodial labor to be billed at \$25 per hour, \$40 per hour for Sunday.

Equipment and Services included in Option 1 Agreement:

- Podium
- Wireless handheld microphones
- CD players
- Use of projector, screen
- Full stage white lighting, lights up/down only, no cues

Rental Agreement – Option 2 (Single Day Choral or Instrumental Performance)

*** Rehearsal days will be charged the day rate plus additional hours, if needed.**

Class of Prospective Renter	Description of Charges
Class III	\$2,000 (4 hour minimum) + \$150 each additional hour. Advanced set-up is charged hourly.
Class II	\$1,250 (4 hour minimum) + \$75 each additional hour. Advanced set-up is charged hourly
Class I	No rental fee. Custodial labor to be billed at \$25 per hour, \$40 per hour for Sunday.

Services & Equipment included in Option 2 Agreement: Everything in Option 1 Plus –

Choir risers with safety rails (additional risers (up to 11) are \$50 each)

Additional onstage monitor speakers

Handheld wireless microphones with stands

Choir microphones

Chairs

Music stands (additional are an extra charge per rack)

Orchestra shell

Concert piano (If you would like it to be tuned, you must use the school's piano tuner and pay him separately. Contact information will be provided upon request.)

Rental Agreement – Option 3 (Full Drama/Theatrical Production)

*** Rehearsal days requiring use of Tech Equipment / Staff will be charged the day rate plus additional hours, if needed).**

Class of Prospective Renter	Description of Charges
Class III	\$3,000 (4 hour minimum) + \$150 each additional hour. Advanced set-up is charged hourly.
Class II	\$1,750 (4 hour minimum) + \$75 each additional hour. Advanced set-up is charged hourly
Class I	No rental fee. Custodial labor to be billed at \$25 per hour, \$40 per hour for Sunday.

Services & Equipment included in Option 3 Agreement: All services and equipment from Option 1 and Option 2 features Plus –

Use of skrim

Handheld wireless microphones

Full stage lighting

Hanging microphones (If the renter changes their desired location after original set-up, there will be a \$200 fee to re-hang them)

[Regulations for Use of Premises Form](#)

[Request for Use of Facilities](#)

[Request for Use of School Premises](#)

REGULATIONS FOR USE OF PREMISES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of school premises or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited () on school premises () except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on school premises at any time.

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.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees. Additionally the user shall provide written notice to the District of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity. The notice must be provided within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.

Users must procure and maintain throughout the term of their use of school premises a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by the user; (B) names the Board as an additional insured under the policy. The user must present the policy or certificate of insurance to the District prior to the use of school premises. Such policy shall be considered primary, and any insurance held by the Board that may provide protection or benefits to the Board shall be considered excess.

Users shall indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by user and its attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by user relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

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.

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.

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 school premises, 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.

Buildings will normally be open _____ prior to the activity and for _____ after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever school premises are 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 premises 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. Food-service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of District premises 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 premises. Additionally, users are responsible for the proper supervision, control, and accommodation of persons attending the activity, and must ensure that attendees/participants will only access/use authorized areas of school premises, and the entrances thereto.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when school premises are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which school premises are being used.

Non-marking gym shoes must be worn when using any gymnasium floor.

Playground facilities may not be used by any youth over the age of _____ nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way, without specific approval in writing from the building administrator.

SUPERVISION OF RENTED SCHOOL PREMISES

- [] Each group requesting the use of District premises must use the services of a District custodian and must pay for such services.
- [] Each group requesting the use of District premises 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 premises.
- [] 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.
- [] Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District premises.
- [] The custodian on duty is directed not to open/provide access to school premises until the supervisor for the sponsoring group is on duty.
- [] The administrator in charge of the building or his/her designee will be present during any event where the group indicates:
 - () 50
 - () 100or more people will be in attendance.

2/24/16

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REQUEST FOR USE OF FACILITIES**TO BE COMPLETED BY APPLICANT**Check the facilities desired:

<u>FACILITY</u>	<u>PER HOUR FEE</u>
Library _____	\$ _____
Gymnasium _____	\$ _____
Kitchen _____	\$ _____
Cafeteria _____	\$ _____
Auditorium _____	\$ _____
Other Building Space: Specify Space and Location: _____ _____ _____	\$ _____
Playfield: _____	\$ _____

Group/Individual Making Request _____

Percentage of persons in the group who are residents of the School District: _____%

Address of Applicant: (Street) _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Request for Facility Use Building _____

1. Purpose of function (Brief): _____
2. Cost of admission or fees: \$ _____
3. Describe any items to be sold: _____

- 4. Purpose of money received. _____

- 5. Type of materials to be distributed? _____

- 6. Number of people attending? _____
- 7. Day(s) and Date(s) and Time(s) needed:

- 8. Equipment requested. Describe in detail (number of chairs, number and type of tables, movie projector, PA system, etc.)

- 9. Describe setup required, if other than normal: _____

- 10. A \$_____ deposit is required for those in categories 3, 4, and 5 as specified in administrative guidelines for Board policy 7510. The deposit is refundable with forty-eight (48) hour notice of cancel option.
- 11. User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use.

"The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant _____ Date _____
Signature

Request for Facility Use Building _____
Category of User: (See AG 7510B)
 1. Category 1 _____

- 2. Category 2 _____
- 3. Category 3 _____

Charges to User:		<u>Estimated Cost</u>	<u>Actual Cost to Date</u>	<u>Final Actual Cost</u>
1.	Facility Rental _____	_____	_____	_____
2.	Equipment Rental _____	_____	_____	_____
3.	Custodial Cost _____	_____	_____	_____
4.	Food Service Cost _____	_____	_____	_____
5.	Lifeguard Cost _____	_____	_____	_____
6.	Damages _____	_____	_____	_____
7.	Other: _____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
TOTAL COST:		_____	_____	_____
LESS DEPOSIT RECEIVED:		_____	_____	_____
<u>BALANCE OWED:</u>		_____	_____	_____

_____ This request is fully approved except for any limitations noted under "Comments" below.
 _____ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: _____

Signed: _____ Date: _____
Request for Facility Use Building _____

NOTE TO BUILDING ADMINISTRATOR:

- A. If approved, send original copy of this form along with the deposit to the _____ . If not approved, send a photocopy to the applicant with the deposit.

- B. The following must be done by the next Wednesday following the last day of use:
1. Complete the "Final Cost" column.
 2. Stamp with red ink "OK to Bill" in upper right corner.
 3. Send the red stamped copy to the _____ in the _____.
- C. When the bill is sent to the user, a copy will be sent to the _____.
- D. The _____ will attach the copy of Final bill to the copy of the approved application and place it in a Closed file.
- E. On the first work day of each month, the _____ will check all open files. If bills have not been received as required, a memorandum will be sent to the respective building administrator asking for an explanation. A copy of that memo will be sent to the _____.

REQUEST FOR USE OF SCHOOL PREMISES,
AND AGREED UPON TERMS FOR USE, IF REQUEST APPROVED

TO: Principal: _____ School: _____

We seek permission to use the following school premises:

School Building: _____ Room(s): _____

If for a season or extended period, state the beginning and ending dates.

<u>Day</u>	<u>Date</u>	<u>From</u>	<u>Hours</u>	<u>To</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose: _____

Name of Adult in Charge: _____

We wish entrance to the building at: _____ (time)

We will vacate the building by: _____ (time)

We (will) (will not) charge an admission fee. We expect an attendance of approximately _____ persons.

We require use of the following, and understand there is a charge for such use:

- | | |
|--------------------------------------|-----------------------------------|
| _____ Stage | _____ Speaker's stand |
| _____ Special Lighting | _____ Ticket Table & Chairs (no.) |
| _____ Piano (on stage)
(on floor) | _____ Gymnasium showers |
| _____ Projector | _____ Folding chairs (no.) |
| | _____ Large Folding Tables (no.) |

Additional requests or comments: _____

It is understood that School District activities have preference over outside activities in using the school premises and this request is subject to cancellation if the requested school premises are needed for a school activity.

If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school premises, and to be responsible for replacement of any furniture, equipment or other District property used during the program or activity in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco or controlled substances in the school building.

We also agree to the following provisions (if permission is granted):

1. To be responsible for the proper supervision, control, and accommodation of persons attending the activity, and to ensure that attendees/participants will only access/use the sections of the building specified above, and the entrances to such buildings,

2. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto school premises or used in any way, except as follows:

3. No rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type (e.g., bouncy houses), climbing walls or ropes, shooting activities, including bows or arrows, or similar equipment or related devices will be brought onto school premises or used in any way except as follows:

4. Written notice of any accident resulting in bodily injury or damage to District property caused by a person attending or participating in the program or activity will be provided to the District within twenty-four (24) hours of the accident. Such written notice must include the name and address of the person involved in the accident, name and address of any witnesses, and details regarding the time, place, circumstances and nature of the injury or property damage.

5. To procure and maintain throughout the term of this agreement a public risk insurance policy with a reputable insurer, with an A.M. Best rating of A- or better, which: (A) indemnifies the Board in an amount not less than \$2 million for any claims whatsoever arising out of the use of school premises by us; and (B) names the Board as an additional insured under the policy. It is understood that the policy or certificate of insurance must be presented to the District prior to the use of school premises, that such policy is considered primary, and that any insurance held by the Board that may provide protection or benefits to the Board is considered excess.

- 6. To indemnify and hold harmless the Board, its members, employers, volunteers and representatives, and all persons and bodies corporate acting for or on their behalf, against any claims, suits, demands, costs, expenses, and liability for damages to any person or property in or about the school premises from any cause whatsoever arising out of the use of school premises by us and our attendees/participants, and for any other sums in excess of those contained in any insurance policy procured by us relating to the use of school premises or for such amounts as may not be payable under any such insurance policy.

Name of Organization/person/group

By _____
Signature

Address _____ Telephone _____

THIS SPACE FOR DISTRICT USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to _____.

This approval is subject to certain other conditions as set forth below:

Principal's Signature

Date

This request cannot be granted for the following reason(s):

Principal's Signature

Date

2/24/16