



MOUNT GILEAD EXEMPTED VILLAGE SCHOOLS



BUILDING USE/RENTAL FORM

The Mount Gilead Board of Education encourages the proper use of school facilities by the community. This use should not interfere with regular school purpose, impose undue burden upon personnel, or deplete funds established for building services or maintenance.

Requesting Group/Organization: _____

Type of Activity: _____

Date(s) of Activity: _____

Facility Reserved from _____ AM or PM to _____ AM or PM
Actual Starting Time of Activity _____ AM or PM

Facility Requested:

- | | |
|--|--|
| <input type="checkbox"/> HS Auditoria (No Audio or Visual) | <input type="checkbox"/> Park Avenue Gymnasium |
| <input type="checkbox"/> HS Auditoria & Stage (Audio & Visual Incl.) | <input type="checkbox"/> Park Avenue Cafeteria/Stage (No Kitchen) |
| <input type="checkbox"/> HS Auditoria & Stage (Audio, Visual, Kitchen) | <input type="checkbox"/> Park Avenue Cafeteria/Stage (W/Kitchen) |
| <input type="checkbox"/> HS Community Room | <input type="checkbox"/> Cherry Street Gymnasium |
| <input type="checkbox"/> MS Cafeteria | <input type="checkbox"/> Cherry Street Indians' Legacy Room |
| <input type="checkbox"/> MS Cafeteria (Kitchen Use) | <input type="checkbox"/> Cherry Street Indians' Legacy Room(Kitchen) |
| <input type="checkbox"/> HS/MS Media Center | <input type="checkbox"/> Cherry Street Board Room |

Choose your organization/category:

- A. School or School-Related Organization whose actual contributions to the school in goods and/or services exceed any reasonable building fees, any school-related: PTO, Band Boosters, Athletic Boosters, School Clubs/Teams (\$0/Hour)
- B. Organizations who function for the general welfare of the community but make limited or no direct contribution to the school in goods and/or services: Non Mount Gilead EVS Funded Athletic Teams or Associations, Garden Clubs (\$0/Hour Rental with Possible Fee for Cook or Custodian based on district cost for coverage)
- C. Organization in the community that function for their own benefit with at least seven (7) MGEVS Residents participating: Exercise Groups, Craft Fairs (\$25/Hour with Possible Fee for Cook or Custodian based on district cost for coverage)
- D. Organization not within the community that function for their own benefit with less than seven (7) MGEVS Residents participating: Exercise Groups, Craft Fairs (\$50/Hour with Possible Fee for Cook or Custodian based on district cost for coverage)
- E. Staff or Persons from school community for stand-alone private functions: Bridal/Baby Shower, Birthdays, Family Reunion, Graduation Parties (\$25/Hour with Possible Fee for Cook or Custodian based on district cost for coverage)
- F. Persons from outside of school community for stand-alone private functions: Bridal/Baby Shower, Birthdays, Family Reunion, Graduation Parties (\$50/Hours with Possible Fee for Cook or Custodian based on district cost for coverage)

Conditions Governing Use of Facilities:

1. Documented evidence of liability coverage by the group, organization, and/or individual requesting must be submitted at least one week prior to the activity. This includes any group classified as B,C, or D under organizational category.
2. Charges for costs incurred by the district shall be included in the rental fee schedule approved by the Board of Education on an annual basis. All fees are payable to the Treasurer, Mt. Gilead School District.
3. Non-profit community service organizations shall be exempt from the rental fee schedule. Depending on the nature of the use of facility (ex. Sports tournaments) a custodian may be required and a fee will be charged.
4. All groups will be asked to identify an individual who will be responsible for maintaining clear communication between the group and the Director of Operations. It will be required that this individual be present when the group is using the facility and act in a supervisory manner in overseeing the approved activity.
5. Any damage to the building, equipment, or grounds that the Mt. Gilead Board of Education determines to be a result of misuse by an organization or group, shall be restored to its original condition at the organization or group's expense.
6. The kitchen will not be used unless prior arrangements have been with the Food Service Director concerning the possible need for district personnel to be present when the facility is in operation. If a cook is needed there will be an additional charge.
7. There will be no smoking in any area of the building or grounds pursuant to the Tobacco-Free Schools Policy. Alcoholic beverages may not be served, consumed, or possessed on school property by any organization.
8. For building use other than when custodians are normally in the building, a custodian will be assigned and the cost of the custodian overtime pay will be added to the usual rental fees as determined by the Director of Operations.
9. Arrangements for the use of special equipment such as projectors, public address systems, scoreboard controls, or other equipment belonging to the district must be made with the Athletic Director and/or Director of Operations at the time the application is filled.
10. No renting organization may conduct any illegal activity on school property.
11. If school is closed to inclement weather or other related situations that are determined to be unsafe for the facility to be used, the Superintendent and/or building Administration, has the right to cancel and/or reschedule the event.

Hold Harmless Statement

The applicant assumes and accepts full responsibility for any and all personal liability claims arising from the use of the facility. The applicant assumes full responsibility for the replacement or repair of school property damaged or stolen during the period of occupancy.

_____ agrees indemnify and holds harmless Mt. Gilead Board of Education and their agents and employees from all liability, claims, damages, or costs, for or arising from the chaperoning of any school field trip or school activity whether it be caused by negligence or indemnitor or Mt. Gilead Board of Education of either party's agents or employees, or otherwise.

Designated Official

Date

School Use		
Request	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Reason _____
_____	_____	_____
Director of Operations	Bld. Principal/Athletic Director	Superintendent