



OXBOW HIGH SCHOOL

Part of the Oxbow Unified Union School District | Home of the Olympians

Administrative Procedure for Community Use of School Facilities, Building and Grounds

Revised: August 2024

Thank you for thinking of Oxbow High School for your organization's event. All organizations interested in the use of Oxbow High School facilities must fill out the application as soon as possible to ensure the requested dates are available. The Principals, Director of Building/Grounds and Athletic Director will review the application. You will be notified of the status by the Administrative Assistant.

1. All activities and events must be legal in the State of Vermont and comply with all federal, state and local laws, regulations, and licensing requirements.
2. Certificate of Insurance must be submitted with the application. The insurance must provide coverage to ensure that the school is not liable for claim as a result of actions of the group(s), such as in a sporting event, etc. If the organization does not have an insurance certification, a waiver may be granted based on the nature of the activity, but the request must be made in advance.
3. Oxbow will make every effort to accommodate the proposed usage of the buildings or grounds, in no case will the buildings or grounds be available if the requested event puts an undue burden on the school system, such as custodial staff, building and grounds conditions, and student-scheduled activities. Additional charges will be made for damages to Oxbow property due to negligence on the part of the users.
4. Please allow a minimum of 2 weeks for your request to be processed. Requests will be considered on a first come first serve basis. If any changes in your request needs to be made a new form must be completed and re-submitted to the Administrative Assistant. These changes include but are not limited to dates, times, space/rooms, contact person or organization.
5. Non-profit organizations may use Oxbow facilities without charge if their use is during the regular hours of custodial services. Non-profit status will be determined by the presence of a non-profit certificate. For profit organizations may use Oxbow facilities for the purpose of athletic activities/camps for students and will be charged ten percent (10%) of the proceeds. This money will go to the student activity fund.

6. Any public gathering planned for one hundred (100) or more people must have a police officer on duty throughout the time the building is in use. A second police officer is required for an expected attendance of four hundred (400) or more. The cost of law enforcement is the responsibility of the sponsoring organization and is payable by them to the law officer or agency providing the service. The sponsoring organization will submit the name of the individual or agency providing law enforcement coverage.
7. Weapons are not permitted on school property at any time.
8. ALL vehicles must be parked in a lined parking spot.
9. Driving or parking on the grass is prohibited.
10. No alcohol or regulated drugs are permitted in school buildings or on school property at any time.
11. No smoking or vaping is permitted in the school buildings or on school grounds at any time.
12. Violations will result in the loss of privilege to use Oxbow High School and Riverbend Career & Technical Center Facilities.
13. The following fee schedule shall be in effect:

	Local Non-Profit	Local Private	Non-Local Non-Profit	Non-Local Private
Gymnasium	*N/C	\$25/Hour	\$100/Hour	\$150/Hour
Cafeteria	*N/C	\$15/Hour	\$15/Hour	\$30/Hour
Cafe & Kitchen	*N/C	\$25/Hour	\$25/Hour	\$50/Hour
Library	*N/C	\$15/Hour	\$15/Hour	\$30/Hour
Individual Room	*N/C	\$10/Hour	\$10/Hour	\$20/Hour
Athletic Fields	*N/C	\$25/Hour	\$100/Hour	\$150/Hour

*Please note: A fee schedule for facilities may include additional costs such as electricity, custodial services, but is not limited to wear and tear of indoor facilities and outdoor athletic surfaces. Equipment can also be utilized for an additional fee depending on the space requested. Examples can include but are not limited to chairs, tables, bases, mowing, field lining, clocks, balls, pinnies etc.



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USE OF BUILDING AND GROUNDS APPLICATION

Name of Organization: _____ Date of Request: _____

Contact Person: _____ E-mail: _____

Address: _____ Telephone: _____

Nature of Activity: _____

Date(s) of Activity: _____ Time of Activity: _____ to _____

Number of People: _____ Custodian Needed: _____ to _____

Certification of Insurance: _____ Copy Attached: _____

Areas of the Building to be used: _____ What will be needed: _____

Equipment to be used: _____

****Note: A fee for facilities may include additional costs such as electricity, custodial services, but is not limited to wear and tear of indoor facilities and outdoor athletic surfaces. Equipment can also be utilized for an additional fee depending on the space requested. Examples can include but are not limited to chairs, tables, bases, mowing, field lining, clocks, balls, pinnies etc. See attached procedure for fee schedule. Please allow 2 weeks for processing your request. In the event a request needs to be changed, a new application must be filled out and submitted to the Administrative Assistant.***

IMPORTANT: If the GYMNASIUM, KITCHEN, CAFETERIA, or AUDITORIUM are used and delivery of equipment and/or materials to these areas is necessary, all delivery vehicles will unload at the back entrances and then must be moved to the back parking lot. Parking of all other vehicles will be in the back parking lot. Metal supports and/or drums intended for use on the gymnasium floor must be padded. Hard-soled shoes are not allowed on the gymnasium floor. No food or drink is allowed in the auditorium. Smoking/vaping and alcoholic beverages are prohibited at all times on school property. **Vehicles MUST NOT be driven on the lawns, cemetery area, or athletic fields and must park in a lined parking spot in the parking lot.** When using the athletic fields, all infields must be raked after each use. All litter must be disposed of properly in the trash containers. The organization accepts all responsibility for any damages to buildings and grounds. Any damage should immediately be reported to the custodian on duty. VIOLATIONS WILL RESULT IN THE LOSS OF PRIVILEGE TO USE OXBOW HIGH SCHOOL AND RIVERBEND CAREER & TECHNICAL CENTER FACILITIES.

Requested By: _____

Director of Facilities Approval: _____

Athletics & Activities Director Approval: _____

Co-Principal Approval: _____ Co-Principal Approval: _____

You will be notified by the Administrative Assistant regarding the status of your application in writing. In the event there is a conflict with your request, every effort will be made to work towards an alternative.