

OAKLAND PUBLIC SCHOOLS

* APPLICATION FOR USE OF SCHOOL FACILITIES *

Organization Information

Date: _____

Name

Requestor

(Licensee)

Name: _____

Email: _____

Telephone #: _____

Schools Requested

DHS _____ Heights _____ Manito _____ VMS _____

Facilities Requested

Multi Purpose Room _____ Library _____ Gym _____
(NO TAPE OR CLEATS PERMITTED ON GYM FLOOR)

Classroom _____ Field/Grounds _____ Other _____

VMS Cafetorium _____ Stage side _____ Caf side _____

Date/Dates of Use: _____

Alternate Date of Use: _____

Purpose: _____

Hour of Use: Start: _____ End: _____

Expected Attendance # (including audience) Adults: _____ Children: _____

*Per Reg 7510 a crowd over 200 requires Police presence.

Fee? \$ _____

Tickets? Y / N

Food/Beverages Y / N

Outside Vendor(s)

Y / N

If Yes Oakland Board of Education must be named as an additional insured on the certificate of liability and each vendor must sign the Oakland K-8 Public Schools Use of School Facilities Agreement

Name of Vendor(s) _____

Set-Up:

of Folding Chairs _____ # of Tables _____ Podium Y / N

Other: _____

(Please provide Set up Diagram with application)

Technology

Internet

Request:

(Wi Fi)

Y / N

Projector Y / N

Microphone Y / N

Other: _____

Check here to confirm Proof of Insurance is attached

I have read the conditions imposed for use of school facilities, listed as **RULES FOR USE OF SCHOOL FACILITIES** and agree to abide by them.

Signature

Printed Name

Date

Approved: As Requested _____ Partially _____ Denied _____ Reason: _____

Principal

Date

To be completed by Business Office

Class I _____

Class II _____

Class III _____

Class IV _____

Class V _____

Supervisor of Buildings and Grounds

Date

Business Administrator

Date

Superintendent of Schools

Date

Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substance is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
 - g. All organizations using any part of the building will be responsible for the proper care of the buildings and equipment used. The organization will be billed for any damages incurred.
 - h. All groups using school facilities must be properly supervised. Adequacy of supervision is to be determined by the Superintendent or his/her designee.
 - i. The Board of Education does not assume any liability for personal property or bodily injury incurred during the use of the buildings and grounds. In instances of damage to facilities or loss of equipment, necessary repairs and replacement shall be charged to the organization.
 - j. Use of space in a school while any election is being held at that school will not be permitted.
 - k. All organizations must leave rooms and equipment in the same order as found.
 - 1) Chairs and tables are to be replaced.
 - 2) If the kitchen is used for light refreshments, kitchen equipment, tables, and floors must be cleaned.
 - 3) If the kitchen is used for a prepared meal, all equipment, tables, and floors must be cleaned.
 - 4) If the kitchen is rented, equipment may be used only if a member of the cafeteria staff is present. Otherwise, no equipment or utensils may be used.
 - l. Failure to observe above rules will jeopardize an organization's right to future rental of the building.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
 - b. The user must obtain the Principal's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. To prevent damage to the gymnasium floors, users must ensure that all participants wear rubber soled footwear and will not put tape of any kind on the floor.
 - e. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.

- f. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
 - g. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Principal.
 - h. No school keys shall be issued to a user.
 - i. With the exception of service animals, no animal shall be allowed on school premises without proper authorization.
 - j. The Principal/head custodian is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
 - k. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, typewriters, and office equipment. Users may make use of public telephones.
 - l. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Users Must Be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of ensuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users.
 - b. The use of certain school facilities (such as kitchen and auditorium stage) may require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
 - c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
 - d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.