

MANCHESTER LOCAL SCHOOLS
BUILDING USAGE REQUEST FORM

Rules of usage:

- A. Each activity must have an adult supervisor who will be responsible for the proper conduct of the activity. The supervisor must be at the school door at the agreed upon time so the door can be unlocked. The supervisor will see to it that all members of the group gain entry to the building through the approved door. The custodian may not be called from his/her regular duties in order to admit members of the group.
- B. All members of the group must remain in the area where the activity is being conducted. They are not permitted in other parts of the building, with the exception of restrooms and drinking fountains.
- C. The supervisor will be the last member of the group to leave the building, ensuring the doors are locked.
- D. The supervisor will be responsible for any damage done to the building, by members of the group.
- E. These same rules of usage apply to all reservable Buildings/Room/Locations, including the football field.
- F. The Manchester School Board and its employees are in no way liable for any injuries, personal or otherwise, or damage to equipment used by groups or organizations using school facilities.

Name of Organization: _____

Contact Name and Phone Number: _____

Address for Billing: _____

Manchester Resident (circle): YES NO

Building (Circle): High School Middle School Nolley Elementary Football Field

Room/Location (Circle): Gym Classroom (#_____) Cafeteria MILL Theater Kitchen

Date(s) of use: _____

Time(s) of use: _____

(Including set-up time)

Cost of Usage (per attached usage cost sheet): \$_____/hour

Total Est. Cost \$_____

Chairs needed? _____ How many: _____

Wires hung? _____ Where: _____

Technology needed? _____

I have read and will comply with the above Rules of Usage. I will notify the building principal if we are going to cancel a scheduled usage.

Signature of Organization Supervisor

Date

Signature of Building Master Custodian

Date

Signature of Athletic Director (if applicable)

Date

Signature of Building Principal

Date

Signature of Building Secretary

Date

PROOF OF INSURANCE MUST BE ATTACHED TO THIS FORM WHEN SUBMITTED!

Charges for Use of School Facilities**A. School-Related Activities**

1. Use of school facilities on days when school is in session shall be free of charge.
2. Use of school facilities on days when school is not in session shall be free of charge when the presence of a custodian is not required. If a custodian is required, the rental fee shall be \$30 an hour.
3. Official school activities shall be free of charge at all times.

B. Resident and Nonresident Activities

1. Residents' and nonresidents' rates shall be determined by the majority of participants. Fifty percent plus one shall determine a majority. A roster of participants shall be attached the building usage form.

- **RESIDENTS' COST PER HOUR**

	GYM	CLASSROOM	MILL	THEATER	CAFETERIA
School in Session	\$25.00	\$10.00	\$15.00	\$25.00	\$25.00
School NOT in Session	\$45.00	\$30.00	\$35.00	\$45.00	\$45.00

- **NONRESIDENTS' COST PER HOUR**

	GYM	CLASSROOM	MILL	THEATER	CAFETERIA
School in Session	\$45.00	\$15.00	\$20.00	\$45.00	\$45.00
School NOT in Session	\$70.00	\$40.00	\$45.00	\$70.00	\$70.00

- **JAMES R. FRANCE STADIUM**

RESIDENT	NONRESIDENT
\$45.00 per hour	\$90.00 per hour
\$75.00 per hour (with lights)	\$120.00 per hour (with lights)
\$125.00 deposit for clean-up	\$150.00 deposit for clean-up

C. Kitchen Use

1. When use of the school kitchen is requested, a qualified person must be present to supervise the operation of the facility. If a qualified person is not available, a school employee must be hired. An additional fee of \$30.00 per hour shall be paid to the Board. This rental fee shall be in addition to other charges for other facility use.