SUBMISSION OF APPLICATION DOES NOT GUARANTEE APPROVAL OR FACILITY USE.

APPLICATION FOR BUILDING AND FACILITY USE

HOLLANDALE SCHOOL DISTRICT

ORGANIZATION/GROUP INFORMATION	FACILITY REQUESTED
ORGANIZATION: _____	☐ GYMNASIUM
CONTACT PERSON: _____	☐ MULTI-PURPOSE BUILDING
TELEPHONE NO.: _____	☐ CAFETERIA
STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____	☐ ATHLETIC FIELD — DAYLIGHT HOURS Specify Field: _____
SIGNATURE & DATE: _____ _____	☐ ATHLETIC FIELD — NIGHT USE WITH LIGHTS Specify Field: _____

ORGANIZATION/GROUP TYPE:		ACTIVITY USE (BE SPECIFIC):
☐ ADULT (RECREATION)	☐ ADULT (NONPROFIT)	PURPOSE OF EVENT: _____ _____ _____
☐ BOY SCOUTS	☐ GIRL SCOUTS	
☐ GOVERNMENTAL	☐ HOMEOWNERS ASSN.	
☐ COMMERCIAL	☐ PTA/BOOSTER	
☐ CHURCH	☐ YOUTH SPORT ASSN.	
☐ DAYCARE PROVIDER	☐ YOUTH (OTHER)	

1. APPLICATION MUST BE SIGNED AND FILLED IN COMPLETELY BEFORE SUBMITTING TO DISTRICT OFFICE.
2. ANY OMISSION OR INCORRECT INFORMATION WILL BE CAUSE FOR APPLICATION TO BE CANCELLED IMMEDIATELY AND FUTURE USE REVIEWED.
3. COMPLETE DIGITALLY OR WITH A BALLPOINT PEN.
4. LIST ALL TIMES AND DATES.
5. PAYMENT MUST BE RECEIVED WITHIN 24 HOURS OF APPROVAL
6. PERMIT MUST BE PRESENTED AT THE TIME OF EVENT, IF REQUESTED.

IS ACTIVITY DISTRICT SPONSORED? ☐ YES ☐ NO

IS THIS ORGANIZATION NONPROFIT/TAX EXEMPT? ☐ YES ☐ NO

WILL PARTICIPANTS PAY A FEE? ☐ YES ☐ NO

IS ACTIVITY A FUND-RAISER EVENT? ☐ YES ☐ NO

ARE YOU INSURED? ☐ YES ☐ NO

WILL CONCESSION BE SOLD? ☐ YES ☐ NO

NUMBER OF ANTICIPATED ATTENDEES:
_____

The applicant does hereby agree to indemnify and hold harmless Hollandale School District, its officers,employees and agents, from and against all liability, claims, and demands on account of injury, loss or damage, or any other loss of any kind whatsoever; which arise out of or are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patrons and participants, and to comply with all federal, state and local laws, the Hollandale School District application for Building and Facility Use, and Board of Education policies relative to community use of District property. Please see Policy EBH.

DATE	DAY	FROM	TO	HRS

Total number of days requested: _____

Total number of hours requested: _____

NOTE: SMOKING, ALCOHOL, AND ILLEGAL DRUGS ARE EXPRESSLY FORBIDDEN ON SCHOOL DISTICT PROPERTY.

(For District Office Use Only)

Approved: ☐ Disapproved: ☐	Principal's/Designee's Signature & Date: _____ _____
☐ Employee on Duty _____	Usage requires that the facility user compensate a district employee for _____ hours of event-related duties.
Approved: ☐ Disapproved: ☐	Superintendent's Signature & Date: _____ _____

HOURS		BASE RATE	TOTAL
	X		
	X		
	X		
	X		
	X		
	X		
PROJECTED TOTAL			

Facility use must be approved prior to submission of payment or proof of insurance.

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Hollandale School District Facility Use Fees

Schedule A: Fees for Non-Revenue-Generating Events

To cover operational and maintenance expenses, the following charges apply:

LOCATION	COST FOR FACILITY USE
Gymnasium	Starts at $160.00 (for 4 hours) $40.00 per hour for at least 4 hours. • Additional hours paid at $40.00 per hour.
Multi-Purpose Building	Starts at $160.00 (for 4 hours) $40.00 per hour for at least 4 hours. • Additional hours paid at $40.00 per hour.
Cafeteria	Starts at $160.00 (for 4 hours) $40.00 per hour for at least 4 hours. • Additional hours paid at $40.00 per hour.
Gymnasium and Cafeteria	Starts at $240.00 (for 4 hours) • $60.00 per hour for at least 4 hours. • Additional hours paid at $60.00 per hour.
Multi-Purpose Building and Cafeteria	Starts at $240.00 (for 4 hours) • $60.00 per hour for at least 4 hours. • Additional hours paid at $60.00 per hour.
Gymnasium, Multi-Purpose Building, and Cafeteria	Starts at $400.00 (for 4 hours) $100.00 per hour for at least 4 hours. Additional hours paid at $100.00 per hour
Choice of Athletic Fields (Daylight Hours)	Starts at $160.00 (for 4 hours) 40.00 per hour for at least 4 hours. Additional hours paid at $40.00 per hour.
Choice of Athletic Fields (Night Use With Lights)	Starts at $320.00 (for 4 hours) $80.00 per hour for at least 4 hours. Additional hours paid at $80.00 per hour

DISTRICT EMPLOYEE COMPENSATION RATES	
Janitorial Fees	Starts at $140 • $20 per hour for at least 7 hours (1.5 hours for setup and 1.5 hours for cleanup). • Additional hours paid at $20 per hour.
Cafeteria Worker Fees	Starts at $140 • $20 per hour for at least 7 hours (1.5 hours for setup monitoring and 1.5 hours for cleanup monitoring). • Additional hours paid at $20 per hour. • Cafeteria personnel shall monitor cleanup but shall not be responsible for performing cleanup.

Referenced Policy Code: EBH School Facility Rental

Facility use must be approved prior to submission of payment or proof of insurance.

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Hollandale School District Facility Use Fees

Schedule B: Fees for Revenue-Generating Events

To cover operational and maintenance expenses, the following charges apply:

LOCATION	COST FOR FACILITY USE
Gymnasium	Starts at $320.00 (for 4 hours) $80.00 per hour for at least 4 hours. • Additional hours paid at $80.00 per hour.
Multi-Purpose Building	Starts at $320.00 (for 4 hours) $80.00 per hour for at least 4 hours. • Additional hours paid at $80.00 per hour.
Cafeteria	Starts at $320.00 (for 4 hours) $80.00 per hour for at least 4 hours. • Additional hours paid at $80.00 per hour.
Gymnasium and Cafeteria	Starts at $240.00 (for 4 hours) • $120.00 per hour for at least 4 hours. • Additional hours paid at $120.00 per hour.
Multi-Purpose Building and Cafeteria	Starts at $480.00 (for 4 hours) • $120.00 per hour for at least 4 hours. • Additional hours paid at $120.00 per hour.
Gymnasium, Multi-Purpose Building, and Cafeteria	Starts at $800.00 (for 4 hours) $200.00 per hour for at least 4 hours. Additional hours paid at $200.00 per hour
Choice of Athletic Fields (Daylight Hours)	Starts at $320.00 (for 4 hours) 80.00 per hour for at least 4 hours. Additional hours paid at $80.00 per hour.
Choice of Athletic Fields (Night Use With Lights)	Starts at $640.00 (for 4 hours) $160.00 per hour for at least 4 hours. Additional hours paid at $160.00 per hour

DISTRICT EMPLOYEE COMPENSATION RATES	
Janitorial Fees	Starts at $280 • $40 per hour for at least 7 hours (1.5 hours for setup and 1.5 hours for cleanup). • Additional hours paid at $40 per hour.
Cafeteria Worker Fees	Starts at $280 • $40 per hour for at least 7 hours (1.5 hours for setup monitoring and 1.5 hours for cleanup monitoring). • Additional hours paid at $40 per hour. • Cafeteria personnel shall monitor cleanup but shall not be responsible for performing cleanup.

Referenced Policy Code: EBH School Facility Rental

Facility use must be approved prior to submission of payment or proof of insurance.