

**Building Use Request**

**Name of Sponsoring Organization** \_\_\_\_\_

**Representative's Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

The above organization/individual requests the use of:

gymnasium      kitchen      classroom(s)\_\_\_\_\_

other, specify \_\_\_\_\_

Building/school/facility \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Time(s) Requested \_\_\_\_\_

Activity: \_\_\_\_\_

Is the organization planning to conduct sales on school premises?  YES  NO

**Will public be admitted?**       YES       NO

**Will admission be charged?**       YES       NO

**Will sales be conducted?**       YES       NO

If yes, what will be sold and how will the proceeds be used? \_\_\_\_\_

\_\_\_\_\_

**Copy of the organization's insurance certificate has been filed with the Board (See #3 below)**  YES  NO

Fee Schedule	Employees Required	# of Hours	Hourly Rate (Overtime 1.5 x rate)	Estimated Costs	Actual Bill (C.O. Use)
Building Use				\$50	
Custodians					
Food Service					
Other					
			<b>Total</b>		

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**When using school facilities, the organization agrees to observe the following:**

1. **To schedule with the building Principal the time(s) District property is to be used.** It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. Activities that are sponsored by approved student organizations, faculty groups, or school-related parent groups may use school facilities without charge when approved by the Principal and **supervised by school personnel.**
3. **To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization.** The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby. To this end, if the non-school related activity sponsored by the community group involves admission or is designated as a high-risk activity by the Superintendent or designee, the community group shall provide a certificate of liability insurance naming the Board as additional insured under the policy for the activity. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. If required, a copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building.
4. **To provide appropriate equipment for the use of District property.** When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
5. **In the event school is closed due to weather conditions, all scheduled activities will be canceled and opportunity to reschedule will be made.**
6. Observe all **fire and safety regulations.**
7. Use of **tobacco products** shall not occur within the building and that the use of **alcoholic beverages** is **prohibited** in school buildings or on school grounds.
8. The **presence of a paid school custodian at all times**, unless waived by the Principal with another school district employee present at all times.
9. The presence of a **food-service employee when kitchen facilities are used.**
10. **No alterations to the buildings or grounds** made without prior approval.
11. Leave the facilities in as good a condition as before used.

Representative of User Group \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

Board Approved Disapproved Date \_\_\_\_\_

Review/Revised: 01/31/05