



# Request for Use of School Facility

Name of School: \_\_\_\_\_ Building Administrator: \_\_\_\_\_

Name of Requester (Organization or User Group): \_\_\_\_\_

Purpose: \_\_\_\_\_

Date and Time: *(If for a seasonal or reoccurring periods, state the beginning and ending dates)*

### DATE OF EVENT

### EVENT HOURS

DAY	DATE	START TIME	ENDING TIME
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____
_____	____/____/____	_____	_____

Name of Onsite Supervisor/Person in Charge (must be an adult person at least 21 years old): *subject to approval*

Start Time for Set Up: \_\_\_\_\_ End Time for Clean Up/Vacate Building: \_\_\_\_\_

Admission Fee:  Yes  No

Expected Attendance: \_\_\_\_\_

Equipment Needs: *(There will be an additional charge for the use of any of the following equipment)*

- Stage
- Speaker's Stand
- Folding Tables  
(\_\_\_\_\_ number)
- Non-folding Chairs
- Ticket Table and Chair
- Other: \_\_\_\_\_
- Projector
- Folding Chairs  
(\_\_\_\_\_ Number)
- Other: \_\_\_\_\_

Additional Information: \_\_\_\_\_

***School activities have preference over outside activities whether scheduled or unscheduled and requests for use are subject to cancellation if the requested facility is needed for a school activity.***

### For School Use Only:

Request for Use Approved  Request for Use Not Approved for the following reasons: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_

Building Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Building Use Agreement** Signed By Authorized Representative of User Group:  Yes



## Building Use Agreement

### Section 1 – Regulations for Use of Facilities:

1. Permission to use the school facility is solely at the discretion of the school administrator.
2. Users must take reasonable steps to ensure orderly behavior and will be responsible for any damage associated with the use of the facilities and pay for any damage associated with the use of the facilities.
3. Use of tobacco is prohibited on school property.
4. Use of alcohol and controlled substances is prohibited on school property.
5. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to school property. Decorations are subject to the approval of the building administrator.
6. The use of open flames is prohibited on school property.
7. Gambling of any kind is prohibited on school property.
8. The User Group shall be fully responsible for all loss or damage to school property, including property of students and employees.
9. Requests for school-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
10. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval, in writing, from the building administrator.
11. The use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the User Group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the User Group.
12. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the User Group.
13. The building will generally be opened 30 minutes prior to the activity/event and for 30 minutes after the scheduled end, unless other arrangements are requested on the application and approved by the building administrator.
14. The use of space during summer vacation, holidays or during other break periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
15. A school custodian shall be on duty whenever the facility is being used except as exempted by the building administrator. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for ensuring that the facility or facilities are left in good order after the activity/event is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.
16. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators are not allowed to stand or sit so as to block exits, stairways or aisle ways.
17. The school will not be responsible for any loss of valuables or personal property of the User Group or their participants.



18. No flyers, booklets or other printed or audio-visual material may be distributed unless they relate directly to the activity for which the school facility is being used and have prior approval of the building administrator.
19. Playground facilities may not be used by any youth over the age of 12 years nor shall any person be allowed on the playground after dark.
20. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on school premises at any time.
21. It is understood that school activities have preference over outside activities in using the school building and this request is subject to cancellation if the requested facility is needed for a school activity.
22. It is understood that if permission to use the school facility is granted the User Group agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which the facility was rented and hereby covenant and agree they will never institute, prosecute or any way aid in the institution or prosecution of any demand, claim or suit against the school for any destruction, loss, or damage to the User Group's property or the personal injury or death of User Group members or participants which may occur as a result of the User Group's use of the school facility.

***Responsibility for the enforcement of rules and regulation concerning the use of school facilities rests with the User Group and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of school facilities.***

**Section 2 – Supervision of Rented Facilities:**

1. Each group requesting the use of school facilities must use the services of a school custodian and must pay for such services.
2. Each group requesting the use of school facilities must indicate an individual satisfactory to the building administrator who will serve in a supervisory capacity during the use of the school facilities.
3. If the supervisor, as designated above, is not satisfactory to the administrator of the building the administrator shall appoint a supervisor and the cost for such a supervisor shall be charged to the User Group.
4. Supervisors are responsible for the enforcement of all rules and procedures regarding the use of school facilities.
5. The custodian on duty is directed not to open the facility until the supervisor for the User Group is on duty.

Name of Organization/User Group: \_\_\_\_\_

Authorized Representative of User Group: \_\_\_\_\_  
Please Print Full Name

I have read and understand the rules regulating the use of the school facilities and agree to abide by the policies and procedures as described:

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of Authorized Representative of User Group

Reviewed and Accepted by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Building Administrator