

## Application For Use of School Property

Organization or Individual making request for use of school property:

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Facility Requested:

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Dates & Hours:

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Usage Purpose:

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It is agreed that the applicant will abide by the following rules and regulations governing the use of school property:

1. Applicant must be 21 years of age or older. Applicant or Designee (approved by principal) shall be in attendance.
2. The person(s) making application shall be personally responsible for any damage to school property that might occur during use either by the group or others admitted and to pay for any cleaning necessary in order to leave the property as was before used by the group.
3. No tobacco, alcohol, or controlled substances shall be allowed on school premises at any time.
4. Use of facility is for time requested and cannot be extended without permission of the principal or superintendent.
5. Use of school property is limited to those areas for which application is made and approved.
6. Failure to notify building principal by 2:00 p.m. of cancellation of use scheduled for any time after five o'clock of that day will render applicant responsible for payment of fees.
7. Applicant will provide certificate of insurance or waivers of liability from participants.
8. Special conditions are as follows: \_\_\_\_\_  
\_\_\_\_\_
9. Use of the facility may be revoked if it is necessary to reschedule a school event due to an emergency.
10. Use of school equipment is subject to approval of the principal.

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11. Fee schedule will be as follows:

Classrooms	\$3 per hour/ 2 hour minimum
Computer Lab	\$25 per hour/2 hour minimum
Apollo gym	\$7.50 per hour/ 2 hour minimum
JH gym	\$25 per hour/ 2 hour minimum
JH Commons Area	\$15 per hour/2 hour minimum
HS gym	\$25 per hour/ 2 hour minimum
Auditorium	\$15 per hour/ 2 hour minimum
Cafeteria	\$6 per hour/ 2 hour minimum
Football Field	\$25 per hour/ 2 hour minimum

- 12. Fees may be reduced or waived by the district if the activity is deemed to be beneficial and available for participation to all children of District
- 13. Fees for organizations using district facilities on a permanent basis shall be determined by the board of education and renewed annually.
- 14. There will be a minimum fee of \$6 for opening and closing the facility. If a custodian is needed, the current hourly rate will be used.
- 15. Arrangements for payment shall be made with the building principal.
- 16. Applications may be referred to the board of education for approval and determination of fee.

Equipment Needed: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Approval Status: \_\_\_\_\_

Facility Fee: \_\_\_\_\_ Custodial Fee: \_\_\_\_\_

Assigned Custodian: \_\_\_\_\_

Signature of Principal or Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

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**FOR OFFICE USE:**

**Date Payment Received** \_\_\_\_\_ **Date Custodian Paid** \_\_\_\_\_