

COMMUNITY RELATIONS

4210P

Community Use of School Facilities

Facilities Use Sheet- School Name: _____

Please return this form and the District contract as soon as possible to the High School administrator in charge of scheduling facilities use two weeks before your event. If not returned, permission to use may be canceled.

Name of Group:

Name of person in charge of group: _____ Phone: _____

Name of person in charge of event: _____ Phone: _____

Date and time of your proposed usage: (Please include set-up times) _____

Facility Schedule:

<u>Facility</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
Auditorium (High School Only)	\$106/hr	_____	_____
Gymnasium	\$35/hr	_____	_____
Band Room	\$25/hr	_____	_____
Drama Room (High School Only)	\$25/hr	_____	_____
Cafeteria (High School, Jefferson, Horizon)			
(Does not include kitchen facilities)	\$25/hr	_____	_____
Cafetorium (Middle School, Summit)			
(Does not include kitchen facilities)	\$50/hr	_____	_____
Classroom(s)	\$10/hr each	_____	_____
Library	\$10/hr	_____	_____
Conference Room(s) (District Admin Building only)	\$25/hr	_____	_____
Computer Lab(s)	\$25/hr each	_____	_____
Athletic Fields (other than High School Football Field)	\$50/day	_____	_____
Football Field (High School only)	\$200/day	_____	_____
Parking Lot for staged event(s) (i.e. car shows)	\$100/day	_____	_____
Parking Lot --			
in conjunction with scheduled facility event	N/C	<u>N/C</u>	<u>N/C</u>
Rest Room Facilities –			
In conjunction with scheduled facility event	N/C	<u>N/C</u>	<u>N/C</u>

Labor Schedule:

**** **CUSTODIAL:** Basic custodial services provide some assistance; however, it is lessee’s responsibility to walk through the building for obvious problems; empty trash; remove all trash from rooms and leave rooms as found; mop up spills – spills in carpeted classrooms will be assessed an additional custodial fee. Licensee agrees to pay custodial costs incurred by District for having the building open on an un-scheduled day.

<u>Employee</u>	<u>Overtime Rate</u>	<u>Hours</u>	<u>Payroll Taxes</u>	<u>Total</u>
_____	_____	_____	_____	_____

**** **KITCHEN:** Use of kitchen facilities must be arranged with District Food Service Administration. In the event the Licensee uses the kitchen facilities, a District Food Service employee will be present at all times for supervision.

<u>Employee</u>	<u>Overtime Rate</u>	<u>Hours</u>	<u>Payroll Taxes</u>	<u>Total</u>
_____	_____	_____	_____	_____

Equipment Schedule:

**** **EQUIPMENT:** Please reserve the following equipment/technology:

	<u>Specify</u>
Tables / Chairs	_____
Technical Assistance \$50/hr	_____
To Include:	
Sound Equipment	_____
Video – including projectors	_____
Technology – including computer service	_____
Office Equipment – including copiers, printer	_____

Protocol:

- You may pick up the keys at the office the day before your event. They must be returned the day following the event. Please do not give out the code!
- District policy does not allow food and/or drink in classrooms—if your group wants to have food or drink while using the facility, please talk to the principal or representative.
- When you leave the facility: Check **all** available doors and set security code (check for rocks that might prop doors open!)
- Lost and found items should be taken with you.
- If you need anything else or have any problems, please contact the Building Administrator in charge of facilities.
- If you need assistance: Police Emergency: 1-911
Maintenance—Emergency: 308-7314 -- Maintenance Routine—_____

For safety reasons, children are not to be left unattended during your event.

Legal Reference: I.C. § 33-601 Real and personal property – Acquisition, use or disposal of same.
I.C. § 33-602 Use of school property or buildings for senior citizen centers
Lamb’s Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141

Policy History:
Adopted on: 10/24/06
Revised on: 05/22/12