

APPLICATION FOR USE OF FACILITY AND/OR EQUIPMENT  
SEVEN DAYS ADVANCE NOTICE REQUIRED

2008

DATE RECEIVED: \_\_\_\_\_

BUILDING REQUESTED : \_\_\_\_\_ ROOM: \_\_\_\_\_

DAY: M T W TH F SA SU DATE(S) \_\_\_\_\_

TIME: BUILDING OPENED AT: \_\_\_\_\_ AM/PM BUILDING CLOSED AT: \_\_\_\_\_ AM/PM

PURPOSE: \_\_\_\_\_

ORGANIZATION NAME \_\_\_\_\_

RESPONSIBLE INDIVIDUAL\*: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

EQUIPMENT REQUESTED (number and type):

_____	<input type="checkbox"/> Available	<input type="checkbox"/> Available w/ restrictions	<input type="checkbox"/> Not Available
_____	<input type="checkbox"/> Available	<input type="checkbox"/> Available w/ restrictions	<input type="checkbox"/> Not Available
_____	<input type="checkbox"/> Available	<input type="checkbox"/> Available w/ restrictions	<input type="checkbox"/> Not Available

\*Licensee Agreement: If facility use is approved, the licensee/responsible individual agrees to comply with the terms herein and any attachments included. The licensee/responsible individual may request a copy of the Board of Education Building Use & Procedure Policies handbook. **The licensee/responsible individual must be present to have the building opened and must remain at the building during the event.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Licensee/Responsible Individual

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Administrator

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Operations Supervisor

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DENIED RENTAL/USAGE FEES \_\_\_\_\_ EMPLOYEE FEES \_\_\_\_\_

APPROVED OTHER FEES\$ \_\_\_\_\_ SECURITY DEPOSIT \_\_\_\_\_ \$75 \_\_\_\_\_

APPROVED WITH RESTRICTIONS \_\_\_\_\_

FEES: Basic Usage RBJSHS: Gym = \$15/hr Auditorium = \$15/hr Cafeteria = \$10/hr Classrooms = \$5/hr

SAM ADAMS/SQUIRES/RED BRICK: Gym = \$10/hr Cafeteria = \$10/hr

CUSTODIAL SERVICES \$ 30 per hour Monday – Saturday \$40 per hour Sundays

AUDITORIUM WORKER (Required for auditorium) \$15 per hour KITCHEN EMPLOYEE (Required at HS) \$25 per hour

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CC: Licensee Building Principal Operations Kitchen Custodian Day / Night

**CASSOPOLIS PUBLIC SCHOOLS**  
**Regulations for Use of Facilities**

Any individual or group ( "Applicant" ) wishing to use the school buildings or equipment shall make application on a School District approved application form. The application shall be submitted for consideration a minimum of one week prior to the date(s) for which the facility is requested.

It is understood that School District activities have preference over the Applicant's request to use the school buildings or equipment and that the Applicant's request is subject to cancellation if the requested school building or equipment is needed for a School District activity.

Each applicant that is not considered a school-affiliated group shall present evidence of the purchase of organizational liability insurance, including but not limited to medical coverage for participants, prior to actual usage of the school building or equipment. Such insurance coverage shall have a policy limit of not less than \$1,000,000.

The Applicant must take reasonable steps to ensure orderly behavior and shall be responsible for paying for all damage associated with its use of the facility and/or equipment. A damage deposit of \$75 shall accompany each application, payable by certified check or cash. No interest shall be payable to Applicant on the deposit, and the deposit shall be used by the School District to offset any damage costs not paid by Applicant within 10 days of the use of the facilities. In the event of no damage, the deposit shall be returned to the Applicant via first class mail within 15 days after the Applicant's use of the facilities.

The Applicant agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever which arises from the use of the facilities per the request of the Applicant. The Applicant shall be responsible for the proper supervision, control, and accommodation of any persons attending the facilities while the facilities are being used pursuant to the Applicant's request.

The School District charges a fee for the use of its facilities, as identified in a separate fee schedule. The School District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited on School District property. The Applicant is responsible for enforcement of and compliance with this regulation.

Alcoholic beverages and controlled substances on School District property are prohibited. The Applicant is responsible for enforcement of and compliance with this regulation.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the School District's building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The Applicant shall be fully responsible for all loss or damage to real and/or personal property located at or within the School District's school buildings, including but not limited to personal property of students and employees.

The use of School District-owned equipment is not included in the facilities use charge and shall be subject to an additional charge based on the request and type of equipment. The use of stages, furniture, and equipment must be expressly requested in an application and arranged for in advance. Set-up and clean-up may be performed by the Applicant using the facility, provided the responsible persons are listed on the application. Additional custodial services required for set-up and clean-up not done satisfactorily will be paid for by the Applicant. Arrangements must be made with the School District building administrator for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special or extra equipment will be charged to the Applicant.

The use of any materials on floors or other parts of the building is strictly prohibited without specific prior written approval from the School District building administrator.

Buildings will normally be open one (1) hour prior to the scheduled commencement of the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and are approved by the School District.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

Gambling of any kind is prohibited.

A School District custodian shall be on duty whenever a facility is being used except as exempted by the School District operations director. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The charge for custodial overtime, including clean-up time and overtime, will be charged per the current rate schedule in effect. Additionally, food service personnel shall be required whenever kitchen facilities are requested.

**I HAVE READ AND UNDERSTAND** my responsibilities as outlined and agree to comply with said regulations.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Responsible Party