

REQUEST FOR USE OF FACILITIES

(To be completed by Applicant)

Group/Individual Making Request: _____

Address of Applicant: (Street) _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business/Mobile Phone: _____

Building: _____

Purpose of function (Brief): _____

Date(s) needed (including setup): _____ Times needed _____

FACILITY **DAILY OR PER HOUR FEE**

Check the facilities desired:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Library/Media Center | \$ <u>100 Daily</u> |
| <input type="checkbox"/> Gymnasium | \$ <u>150 Daily</u> |
| <input type="checkbox"/> Kitchen | \$ <u>100 Daily</u> |
| <input type="checkbox"/> Cafeteria | \$ <u>75 Daily</u> |
| <input type="checkbox"/> Auditorium | \$ <u>150 Daily</u> |
| <input type="checkbox"/> Classroom Qty _____ | \$ <u>50 per room per day</u> |
| <input type="checkbox"/> Location _____ | |
| <input type="checkbox"/> Computer Lab | \$ <u>100 Daily</u> |
| <input type="checkbox"/> Other Building Space (ex: connecting hall): | \$ _____ |

Specify Space and Location: _____

- Outside Facilities:
- Tennis Courts/Football Field/Track \$ _____

Describe:

Equipment requested: Describe in detail (number of chairs, number and type of tables, data projector, PA system, misc., etc.)

Setup Requested:

Describe setup required, if other than normal: _____

Attach additional sheet with detail

User fees are due and payable upon receipt of School District billings which will be made at the conclusion of use.

"The applicant hereby 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. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant: _____ Date: _____

Signature

REQUEST FOR USE OF FACILITIES (P.2)

(To be completed by BTS administrator)

Total Cost/Fees to be billed:

- 1. Facility Rental: _____
- 2. Equipment Rental (\$50 minimum): _____
- 3. Custodial Cost (\$35/hr M-Sa, \$45/hr Su): _____
- 4. Food Service Cost: _____
- 5. Utilities (\$15/hr): _____
- 6. Insurance fee (\$50) or proof of liability insurance _____
- 7. Other _____

TOTAL ESTIMATED COST: _____

DAMAGES: The applicant will be responsible for damages that occur to the facility.

_____ This request is fully approved except for any limitations noted under "Comments" below.

_____ This request is NOT approved. Reasons noted under "Comments" below.

COMMENTS: _____

Signed: _____ Date: _____

Administrator Signature

Copy to: Building Principal/Office, Athletic Director, Maintenance Director, BTS Business Office

POLICY 7510 - USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens and has been approved by the Superintendent.

In weighing competing interests for the use of facilities, approval will be given according to the following:

- A. uses directly related to the schools and the operations of the schools
- B. uses for voter registration and elections
- C. uses and groups indirectly related to the schools
- D. governmental agencies
- E. community organizations formed for charitable, civic, social, or educational purposes
- F. other organization

The use of school facilities shall not be granted for partisan political activity, private social functions, and any purpose which is prohibited by law.

The Board shall approve a schedule of fees for the use of the school facilities and update it when the need exists.

The Superintendent shall develop procedures for the granting of permission to use school facilities and shall promulgate administrative guidelines for such use to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance as prescribed by District rules.
- B. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. The Board reserves the right to override school use permission granted by the administration.
- D. Users shall be financially liable for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.