



Request for Use of School Facilities

Today's Date:

School Requested:		Single Date Requested: _____ (at least two (2) weeks prior to requested date) Or Range of Dates: ____/____/____ through ____/____/____		
Name of Organization:		Contact Person:		
Address:		City, State, & Zip:		
Phone ()	Email:	2 nd Contact (if necessary) Name:		Phone: ()
Purpose of Use:			Number of people expected to attend:	
<i>If equipment, lighting, tables, or chairs are required please specify and indicate special arrangements needed below.</i>				
Number of Chairs:	Number of Tables:	Custodial Services Needed: (circle one) Yes or No	Outside Vendors (<i>List outside vendors being used</i>)	
Special Arrangements or Equipment				
Requested Time(s)	Start: _____ AM / PM	End: _____ AM / PM	Will admission be charged: Yes or No (circle one) Admission Price: \$ _____ Proceeds will be used for:	
Class Type: <i>For complete list please see Union District Office.</i>				
<input type="checkbox"/> Class I (<i>boy & girl scouts, P.T.A. /PTO</i>)		<input type="checkbox"/> Class II (<i>Churches, Gov. organizations, Youth Athletic Organizations</i>)		
<input type="checkbox"/> Class III (<i>Home Owners Association</i>)		<input type="checkbox"/> Class IV (<i>Commercial or profit making organizations</i>)		
<i>Fees Listed Per Hour</i>				
<i>The fees included custodial or school personnel services, utility costs, and equipment usage fees, if applicable. Food service charges and technicians are paid separately.</i>				
Facility (Select below)	Class I	Class II	Class III	Class IV
<input type="checkbox"/> Standard Classroom	\$1.00	\$15.00 (min. of 2 hrs.)	\$70.00 per night	\$25.00 (min. of 2 hrs.)
<input type="checkbox"/> Computer Lab/ Media Center	\$10.00	\$30.00 (min. of 2 hrs.)	\$70.00 per night	\$50.00 (min. of 2 hrs.)
<input type="checkbox"/> Gym/Multipurpose with Restrooms (does not include kitchen)	\$15.00	\$75.00 (min. of 4 hrs.)	\$70.00 per night	\$100.00 (min. of 4 hrs.)
<input type="checkbox"/> Athletic Fields with Restrooms (Baseball/Soccer)	\$15.00	\$75.00 (min. of 4 hrs.)	\$70.00 per night	\$100.00 (min. of 4 hrs.)
<i>We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of facilities and conduct school grounds</i>				
Signature of Contact Person:				
<i>For District Use Only</i>				
It is understood that all rates quoted, as well as other conditions stipulated, are part of this agreement and that proof of liability insurance is required.				
Certificate of Insurance Received: Yes or No (proof of insurance in the amount of \$1,000,000 handled personally by requestor)				
School Administrator Approval: Yes or No		Governing Board Approval Date:		
Base Charge for Facility use: \$ _____		Additional Charges: \$ _____	Total: \$ _____	
Maintenance Notification: Yes or No		Invoice Date:		
Business Administrator Signature:			Date:	



Facility Use Guidelines:

General Safe Practices

The Occupant shall adopt and follow safety measures during its operations at the District facility

Cooperation

The Occupant is expected to cooperate with District personnel to ensure a safe site. The Occupant shall clarify with District personnel all safety and security requirements prior to use of the facilities.

Facility Use Guidelines

1. All use shall be performed in compliance with all applicable statues, rules, and regulations.
2. The Occupant shall furnish and require participants to wear appropriate clothing
3. The Occupant shall observe District vehicle parking guidelines. The Occupant shall not allow any parking in areas marked with red indicating a fire lane.
4. The Occupant shall maintain all areas used in a clean, well-organized manner.
5. If playground equipment is used, the Occupant shall provided adult supervision of at least one adult for each twenty (20) children using equipment.
6. Any electrical tools, appliances, and extension cords used shall be in good condition.
7. All means of access or egress shall be identified and communicated to participants
8. Occupant shall identify areas where travel isn't permitted and inform participants.
9. Roadway and sidewalks, to be used, shall be inspected by the Occupant and are to remain clear of obstruction during use. Extension cords are to be taped to the floor to avoid a trip hazard.
10. All materials used shall be properly handled, stored or stacked.
11. Occupant shall provide adequate signs and markers to inform participants of rules and maintain the facility in a safe manner.
12. Occupant shall not smoke, serve or use liquor or narcotic drugs during use of facility.
13. Occupant shall provide adequate supervisory personnel to ensure that these guidelines are implemented.
14. Occupant shall maintain a list of emergency agencies and phone numbers available at all times.
15. Occupant shall present certificate of insurance for any vendors being used for equipment brought on site.
16. Occupant shall present certification of proper catering permits for caterers being used.

Occupant Signature: _____