



**EDGEWOOD City School District**  
**Facility Use Form**

**Name of Organization and Event:** \_\_\_\_\_

**Name of Person Responsible:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date(s) of Usage:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_ **Number of Hours:** \_\_\_\_\_

**School Building:**    ☐ EECC    ☐ EPS    ☐ EIS    ☐ EMS    ☐ EHS

**Room(s):** ☐ Auditorium    ☐ Stage    ☐ Podium    ☐ Speakers    ☐ Microphone

☐ Special Lighting    ☐ A/V Equipment / Type \_\_\_\_\_

☐ Piano    ☐ Cafeteria    ☐ #of chairs    ☐ # of tables    ☐ Gym

☐ Locker Room    ☐ Media Center    ☐ Baseball Field    ☐ Football Field

☐ Clean Up    ☐ Other

**Description of Needs:** \_\_\_\_\_

**Estimated # of People Attending Event:** \_\_\_\_\_

☐ Proof of liability/certificate of insurance attached.

☐ Understand that the district has the right to assign supervision/custodian, etc. as needed for an additional cost.

☐ Understand that the organization requesting usage is responsible for the supervision and will provide background checks for adults sponsoring the event.

☐ Understand that NO tobacco or firearms are allowed in the building.

☐ Understand that the outside organization is responsible for any damage.

☐ Understand that NO one is allowed to use the technology equipment / sound equipment without securing a district coordinator.

☐ Understand that ECSD activities take priority over outside activities.

**Signature of Person Responsible:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

**Office Use Only:** \_\_\_\_\_ Amount to be Charged for hourly \_\_\_\_\_ / Room Usage \_\_\_\_\_

## **Hourly Charge for Employees**

Technology Specialist @ \$55.00 per hour

Site Manager @ \$55.00 per hour

Custodian @ \$45.00 per hour

Cook @ \$45.00 per hour

Security Officer @ \$60.00 per hour

## **Room Usage Charge:**

Cafeteria @ \$50.00 per hour

Gym @ \$125.00 per hour (Secondary)

Auditorium @ \$200.00

Media Center @ \$35.00 per hour

Classroom @ \$20.00 per hour

## **Field Usage:**

Kumler Field @ \$1600 per day / event

- With Stadium Lights @ \$300 per hour

Baseball / Softball Fields @ \$200 per hour

- With Lights @ \$300 per hour

## **Equipment Charge:**

Sound System @ \$75.00 per hour

AV Equipment @ \$75.00 per hour

Auditorium Lights @ \$50.00 per hour

Microphone @ \$25.00 per hour

*Please Note:* Charges will be made to all groups for the costs of any services required by the school district personnel. These charges only cover the rental of facility space and do not include the hourly rate and fringe benefit costs. The Treasurer will bill the costs of these services to the responsible group. Principals will determine the needed personnel and decide on the services.

A 50% deposit is due at the time of application.