



FREMONT COUNTY SCHOOL DIST. #38

Building Use Request Application for Outside Organizations

Name of Requester _____ Organization _____

Mailing Address _____

Telephone: _____ Email: _____

Name of Event? _____

Event type (i.e. meeting, sporting event, conference, etc)? _____

How many participants? _____ Will admission be charged? ☐ Yes ☐ No

Is this a community service project? ☐ No ☐ Yes How does community benefit? _____

Time/Length of Request: Date _____ Day of Week: M T W TH F S SU

From _____:_____ am/pm to _____:_____ am/pm

☐ **Building/Facility Requested** Multi-Purpose Board Rm/Culture Center Old Gym Elem Gym Library Dining Room

☐ **Equipment Requested** Projector Stage # Chairs _____ # Tables _____

Special Conditions/Equipment Requested _____

CONDITIONS OF USE

1. All users shall leave the buildings/campus by 8:00 p.m. unless otherwise authorized.
2. Food is allowed only in certain restricted areas.
3. No alcohol or controlled substances or person(s) under the influence of alcohol or controlled substances are allowed on school properties.
4. School administrators shall have access to the facilities at all times.
5. The person who signs the application is solely responsible for the care and protection of the buildings and equipment. The same person is responsible for leaving the facility in the same or better condition than it was found.
6. Scheduled activities may be canceled, as school activities have priority.
7. A schedule of events or explanation of planned activities must be furnished upon request.
8. The administration shall have the right to revoke privileges of outside groups at any time for just cause.
9. Buildings will not be committed to outside groups for extended periods of time.
10. The school District will not assume liability for accidents or thefts during outside group use.
11. Specific rules for individual buildings will be furnished by the principal in charge.
12. No "tipping" of school employees is allowed.
13. Groups bringing in equipment shall state its intended use, to avoid damage to the building.
14. Groups will confine themselves to the area of the buildings they have permission to use.
15. Adult supervision is required of all activities at all times.
16. The school reserves all concession rights.

I/We agree to the conditions of the Fremont County School District #38 Facilities Use Agreement.

Person in charge/responsible for request _____ (print)

Signature _____ Date _____

Request is not approved until all required signatures appear on the back of this page.

SCHOOL USE ONLY

Special Instructions _____

Building Comments _____

Custodial Staff assignment _____

Approved _____ Not Approved _____

Maintenance Director Signature Date

Superintendent Signature Date

DEPOSIT REQUIRED

\$150.00 Deposit - Mult-Purpose Room Received: _____

\$250.00 Deposit - Old Gym Received: _____

Clean up is required in order to receive deposit back