

# FACILITY USE PROCEDURES AND FORMS

To schedule the use of any Van Buren Public School District facility, please complete the online Application for Facility Usage as far in advance as possible (minimum of 14 days). All applications must be filled out completely. Incomplete applications will delay processing.

The Application for Facility Usage must identify a Person in Charge, along with their current address and phone number. All setups (tables, chairs, microphones, etc.) must be requested in advance. The Person in charge **must be present** during the specified event on the application.

[Application for Facility Usage for NEW Users](#)

[Returning Users Facility Usage Application](#)

If the facility is available and the use is acceptable, final approval will be granted upon receipt of payment of the rental fee. A permit will then be issued that must be presented by the Person in Charge at the time of rental. *If you fail to present the permit at the time of rental, no access will be granted.*

Rental fees are determined according to a rate schedule associated with the cost of making the facility available to users. Non-profit status will be verified before non-profit rental rates are applied.

Facility use payment must be paid in full two weeks prior to the event date.

If you must cancel your event, please call the facilities Use Coordinator immediately. Refund of the facility use payment will be issued if cancellation notice is made at least *48 hours* prior to the event.

**NOTE: If school is canceled, all facility use for that day is canceled. Rental fees will be refunded or you may reschedule your use.**

School-related activities have first claim to the use of all school district facilities. There may be times when a school function will cause a cancellation of use. All facilities use agreements are granted with this understanding. Whenever possible, alternative locations will be identified/offered before a cancellation.

[Click here for the Policies, Rules and Regulations for use of VBPS facilities.](#)

Event participants/guests are not allowed to move any furniture without permission from the Facilities Use Coordinator.

Any necessary tables, chairs, microphones, AV equipment, etc. must be requested prior to the use through the Facilities Use Coordinator and approved. Additional equipment/supplies will not be made available during the use/event.

In the event that the use of any VBPS district property results in actual increased costs (such as additional set-up, maintenance, repair of damaged furniture, walls, equipment, cleanup, etc.), the cost will be billed back to the Person in Charge

No pins, tacks or tape may be placed on walls, ceilings, woodwork, doors or windows. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

VBPS District is not responsible for loss of any items left in the facility

**Drugs, Alcohol, Weapons and Smoking or use of any tobacco or nicotine related products are NOT ALLOWED in All VBPS District facilities or on the associated grounds.**

Use of kitchen or concession facilities will be considered on a per use basis and will require VBPS District Food Service personnel to be on site during the use and billed at an hourly rate.

All student projects and equipment will remain undisturbed.

Putting up any decorations or scenery or moving of any furniture/tables must be pre-approved prior to the use. All decorations or scenery must be removed and all furniture must be returned to its original location at the end of the use.

VBPS will not store any equipment and/or supplies for any facility use/activity held in its facilities.

Additional Custodial and/or Grounds fees will be billed for events occurring on weekends or during non-regularly scheduled work hours, or when deemed necessary for the event.

VBPS may require that Security be hired for crowd management and security of VBPS District buildings and grounds.

VBPS may require liability insurance for the event with a copy of the policy provided to VBPS listing "Van Buren Public Schools" as a "rider" or an "additionally insured" on the policy.