



REQUEST FOR USE OF SCHOOL FACILITIES

PERSON RESPONSIBLE FOR ACTIVITY: _____
PHONE: _____ ADDRESS: _____
NUMBER OF ADDITIONAL ADULT SUPERVISORS ORGANIZATION WILL PROVIDE (1 adult per 20 participants required): _____

TODAY'S DATE: _____ DATE FOR BUILDING/
FACILITY REQUESTED: _____ NUMBER
PARTICIPATING: _____ START
TIME: _____ END
TIME: _____

ORGANIZATION REQUESTING USE OF FACILITY: _____

ACTIVITY: _____

EQUIPMENT/FURNITURE REQUESTED: _____

ROOMS REQUESTED: _____

***A district employee will be assigned to all scheduled activities/events for the duration of the event.
This may create an expense to the organization or person making request.
The building principals reserve the prerogative to require additional employees (at an expense) at the event/activity.***

IS FOOD OR BEVERAGE BEING SERVED? ☐ Yes ☐ No
IF YES, IDENTIFY FOOD SERVICE EQUIPMENT OR SUPPLIES THAT ARE NEEDED (AN ADDITIONAL CHARGE FOR SUPPLIES WILL BE BILLED)

DISTRICT EMPLOYEE REQUESTED AT EVENT: ☐ Custodian ☐ Food Service ☐ Other
PLEASE EXPLAIN YOUR NEEDS:

***The fee for a school employee may be charged to the organization/person at a rate equal to the employee's regular hourly rate.
Overtime rates will apply when appropriate. A bill will be issued to the person responsible for the activity.
Payment will be made to USD 436. Payment should not be made to employee providing the service***

IS OTHER STAFF NEEDED? ☐ Yes ☐ No
IF YES, IDENTIFY AND EXPLAIN:

REQUIRED SIGNATURE

I agree to the instructions and guidelines listed on page two of this form and will assume the responsibility for any damage or loss that may occur to the facility and/or equipment as well as agree to the payment for services of school employees when necessary. Any damage done to the facility and/or equipment by a member or members of a group shall be billed to and paid for by the group using the facility and/or equipment.

SIGNATURE
OF PERSON
MAKING
REQUEST:

DATE:

REQUEST FOR USE OF SCHOOL FACILITIES—INSTRUCTIONS/GUIDELINES

Procedure for Request to Use Facilities:

1. Organizations wishing to use one of the school facilities, or equipment or furniture therein, shall submit the request to the principal in charge of the building or equipment desired.
2. The principal will originate and send the proper request form to the Board Office for final approval.
3. The written request will be submitted at least (2) two days in advance of the activity.

Conditions:

1. All requests are subject to board policies and to the conditions therein and may be cancelled by the board at any time.
2. The district is not responsible for any damage or loss of personal property while individuals are attending activities scheduled by any group.
3. The organization or person making request must agree to assume the responsibility for any damage or loss that may occur to the facility and/or equipment. Any damage to the facility and/or equipment by a member or members of the group using same shall be billed to and paid for by the group using the facility and/or equipment.
4. The use of the building must be confined to that stated in the written request.
5. A school employee will be assigned to all scheduled activities/events for the duration of the event which may create an expense to the organization or person making request. The building principals reserve the prerogative to require additional custodian/food service employee (at an expense) at the event/activity.
6. Renter must check with the building administrative office or custodial/maintenance director 24 hours in advance of their arrival to confirm accessibility of the equipment they have requested.
7. School cafeterias and kitchens may only be used after the renter (at an expense) has been through a usage orientation with the Food Service Director of USD 436. Use of kitchen equipment and safety will be discussed. The renter is responsible for bringing their own towels, wash cloths and paper ware, etc.
8. Using screws or nails or any way of attaching posters, signs, or other objects to walls and ceiling is prohibited without receiving prior approval of the building principal. No changes are to be made in the arrangement of the rooms/stage equipment without permission of the building principal.
9. Unless permission is granted specifically to use the facility until a later time, the facility must be vacated by 10 pm.
10. Use or possession of alcoholic beverages or drugs is strictly prohibited, and no person shall be allowed to participate in or observe events while they are under the influence of alcohol or drugs. Use of tobacco products in school facilities are prohibited.

Supervision:

1. An adult representative of the group must be the first to enter the facility and the last to leave. The facility must be returned in the same condition it was before entering the building. The individual signing the agreement must take responsibility for the safety of the members of the group and care and condition of the facility. The individual or group using the building will be charged for time spent in the facility beyond the contracted time.
2. Adequate supervision must be planned prior to the event being scheduled including having one adult supervision, 21 years of age or older, for every 20 individuals. USD 436 will not be responsible for supervision of any group or individuals.
3. Disorderly conduct is prohibited.

Fees or Payment for Services of School Employees:

1. The fee for a school employee will be charged to the organization or person making request at a rate equal to the employee's regular hourly rate. Overtime rates will apply when appropriate.
2. A bill will be issued to the organization or person responsible for the activity.
3. Payment will be made to Unified School District #436. Payment should not be made to the employee providing the service.

THIS SECTION FOR OFFICE USE ONLY

BUILDING PRINCIPAL:

DATE:

☐ Approve ☐ Deny

SCHOOL PERSONNEL ASSIGNED TO ACTIVITY: _____

DOES THIS CREATE OVERTIME FOR SCHOOL EMPLOYEE? ☐ Yes ☐ No **ASSIGNED BY:** _____

COMMENTS/DETAILS: _____

SUPERINTENDENT:

DATE:

☐ Approve ☐ Deny