

Facilities Use Agreement

(FOR USE BY EMPLOYEES)

THIS REQUEST IS FOR SCHOOL-SPONSORED EVENTS TO BE HELD AFTER SCHOOL HOURS OR WEEKEND EVENTS.

Facility Requested:

ELC	Camargo	Mapleton	MSE	McNabb	MCHS
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Organization/Person Responsible: _____

Type of Event: _____

Address: _____ **Phone:** _____

Date Requested: _____ **Anticipated Attendance** _____

** Hours must include all time needed for set up, "main event" and clean up.*

Entrance Time: _____ **Exit Time:** _____

Area of facility requested (Check all that apply)

Cafeteria Auditorium Gym
 Library Classroom(s) Other _____

Will you need a special set up? _____

A/V Equipment (Check all that apply.)

Stage Lights Video Projector Lapel Microphone
 Spot Light Podium Other _____
 Other _____ Hand Held Microphone

Electric

Will additional electric be needed? _____

If so what do you need? _____

Will admission fee be charged? _____ Will food be sold or served? _____

I acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity

_____ _____ _____ _____
 Person Making Request Date Principal Date

Payment Code: _____

This code will be used for Custodial/Maintenance overtime if needed.

FOR OFFICE USE ONLY

Electrical Staff	\$ _____	X _____	Hours	Total \$ _____
Custodial Staff	\$ _____	X _____	Hours	Total \$ _____
Event Total				\$ _____

A copy of this form is to be faxed to the Operation Office at 497-8608.

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THIS REQUEST IS TO BE USED FOR AN EVENT THAT IS NOT SPONSORED BY A SCHOOL.

CONDITIONS OF RENTAL

All rental of school facilities is subject to the following conditions:

1. An official application shall be made to the District Operations Office.
2. Rentals will be made only to responsible and organized groups, and responsible officers of that group must sign the application and the contract.
3. Conditions of that agreement shall include:
 - a. Acceptance of responsibility by officials of the renting organization for any damage or loss resulting from the rental;
 - b. Agreement that renting organizations, and officers thereof, shall assume all liability for any personal injuries incurred during their use of the facilities and shall hold the Board harmless from any such claims against it;
 - c. Agreement to observe all fire and safety regulations;
 - d. Agreement that the use of tobacco products shall not occur within the building and that the use of alcoholic beverages is prohibited in school buildings or on school grounds;
 - e. Observance that no immoral or illegal activity shall be allowed on the premises;
 - f. The presence of a school custodian, another employee of the school system, or Principal approved community education director appointee at all times. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages and benefits must be paid;
 - g. The presence of school food service personnel when kitchen facilities are used. If the employee is employed beyond the normal 40-hour week that s/he works for the Board, overtime wages must be paid;
 - h. Agreement that no alterations to the buildings or grounds be made without prior approval;
 - i. Agreement that the renting party shall not sublease or reassign any portion of the building or item of equipment covered by the rental contract;
 - j. Agreement that school equipment shall not be a part of the rental contract unless specifically enumerated; and
 - k. Agreement to leave the facilities in as good a condition as before used.

Review/Revised:12/19/11