

MACONAQUAH SCHOOL CORPORATION
REQUEST FOR USE OF SCHOOL FACILITIES
(Requests must be made at least 3 weeks in advance of activity)

Building Principal: _____ School: _____

Name of Group and Adult in Charge: _____

Address of Applicant: _____

Home/Cell Phone: (____) _____ Name of Insurance Company: _____
(If Applicable)

Is the organization/group a resident(s) of the school corporation? _____ Yes _____ No

Purpose of activity: _____

Date(s) of activity: _____

Time(s) of activity: From _____ am/pm to _____ am/pm

We wish to enter the building at: _____ am/pm We will vacate the building at: _____ am/pm

We expect an attendance of approximately _____ people. Cost of admission or fees: \$ _____

We seek permission to use the following school facilities:

_____ Library (\$75.00)	
_____ Classroom (\$75.00)	
_____ Gymnasium (\$125.00)	
_____ Kitchen (\$75.00)	Supervisor (per hr.) _____
_____ Cafeteria (\$75.00)	Cooks (per hr.) _____
_____ Cafeteria/Kitchen (with refreshments) (\$100.00)	Supervisor (per hr.) _____
_____ Cafeteria/Kitchen (with meal) (\$125.00)	Supervisor/cook (per hr.) _____
_____ Auditorium (\$175.00)	Supervisor (per hr.) _____
_____ Swimming Pool (lifeguard must be on duty) (\$100.00)	Supervisor (per hr.) _____
_____ Computer Lab (\$100.00)	
_____ Industrial Arts Room (\$100.00)	
_____ Weight Room (\$100.00)	
_____ Other Building Space (\$75.00)	Custodial (per hr.) _____

Please specify: _____

ATHLETICS FIELDS:

_____ Baseball (\$50.00)

It is understood that School Corporation events have preference over outside activities in using the school buildings, and this request is subject to cancellation if the requested facility is needed for a school activity. It is understood that a school custodian must be on duty during the hours used. If a custodian is unavailable, the request will not be approved.

We have read, fully understand and agree to abide by the Rules, Regulations, and Restrictions governing the use of these facilities. If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, we agree that there shall be no use of tobacco, controlled substances, or alcoholic beverages on Corporation property.

Signature of Applicant

Date Submitted

***** **THIS SPACE FOR CORPORATION USE ONLY** *****

This request has been approved and granted. Fees are payable in advance. Fees should be made payable to **Maconaquah School Corporation** and delivered to the Corporation Treasurer.

RENTAL: \$ _____

OTHER FEES: \$ _____

This approval is subject to certain other conditions as set forth below:

Custodial Staff Assigned: _____

Principal's Signature

Date

Lead Custodian Signature

Date

Superintendent's Signature

Date

This request cannot be granted for the following reason(s):

Principal's Signature

Date

Superintendent's Signature

Date

Copies to: Principal/Applicant/Custodian/Director of Operations/Athletic Director/Business Office

Superintendent Administrative Assistant

Date

MACONAQUAH SCHOOL CORPORATION
REGULATIONS FOR USE OF FACILITIES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The Corporation reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited in the building. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on Corporation property at any time.

Corporation-related organizations may be permitted to have raffles and similar forms of fundraising only when specifically authorized in advance by the Superintendent pursuant to Policy 9211 – Corporation Support Organizations, and Policy 9700 – Relations with Special Interest Groups.

Except for “service animals” required for use by a person with a disability, no other animals may be on school premises at any time.

The Corporation may have a service animal removed from the school premises if the animal is out of control and the animal’s handler does not take effective action to control it or the animal is not housebroken. The Corporation is not responsible for the care or supervision of a service animal. The service animal is allowed to accompany its human in all areas the human is permitted to go.

Decorations must be fireproof and shall be erected and taken down in a manner not destructive to Corporation property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to Corporation property, including property of students and employees.

Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open 1 hour prior to the activity and for 30 minutes after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporation buildings or on Corporation grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the Superintendent. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. Food service personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of Corporation facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of Corporation facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.

The Corporation will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facilities are being used.

Playground facilities may not be used by any youth over the age of 12 nor shall any person be allowed on playgrounds after dark. Children under the age of 7 must be accompanied by an adult.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on Corporation premises at any time.