

# ELMWOOD LOCAL SCHOOL DISTRICT REQUEST FOR USE OF FACILITIES

FACILITIES REQUESTED ON: \_\_\_\_\_ ACTUAL START / END TIME OF EVENT \_\_\_\_\_ to \_\_\_\_\_  
(Date)

TIME YOU WANT TO ARRIVE AT BUILDING FOR SET UP \_\_\_\_\_ / TIME YOU WILL LEAVE BUILDING AFTER CLEAN UP \_\_\_\_\_  
(Time) (Time)

GROUP/INDIVIDUAL NAME \_\_\_\_\_ PERSON RESPONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**FACILITIES NEEDED:**

\_\_\_\_\_ Auditoria    \_\_\_\_\_ Gym – High School    \_\_\_\_\_ Gym – Middle School    \_\_\_\_\_ Gym – Elementary    \_\_\_\_\_ Kitchen\*  
\_\_\_\_\_ Media Center ( \_\_\_\_\_ High School \_\_\_\_\_ Middle School \_\_\_\_\_ Elementary)    \_\_\_\_\_ Other: \_\_\_\_\_

**COMMUNITY BUILDING:**

\_\_\_\_\_ Gym    \_\_\_\_\_ Conference Room    \_\_\_\_\_ Banquet Room    \_\_\_\_\_ Conference Room – East  
(former business rooms)    (former music room)    (former science room)  
\_\_\_\_\_ Kitchen    \_\_\_\_\_ Auditorium    \_\_\_\_\_ Other \_\_\_\_\_

Equipment Requested. Describe in detail (number of chairs, number and type of tables, PA system, etc.  
**(Please provide a sketch of the desired layout on an attached sheet, if applicable.)**

\_\_\_\_\_  
\_\_\_\_\_

**FUNCTION:**

Purpose of function: \_\_\_\_\_ Cost of admission or fees: \$ \_\_\_\_\_

Number of people attending \_\_\_\_\_ Percentage of persons in group who are residents of the school district \_\_\_\_\_%

Describe any items to be sold: \_\_\_\_\_

Purpose of money received: \_\_\_\_\_

Liability Insurance of Group (Attach copy of Policy if required): \_\_\_\_\_

**COMMUNITY USE OF FACILITIES:**

- Priorities for the use of school facilities should be as follows: (1) activities of students located in the attendance area being utilized, (2) activities of students attending another “building” in the Elmwood Local School District, (3) district clubs connected with the Elmwood Local Schools, such as music boosters, athletic boosters, (4) community organizations, such as Scouts, (5) private organizations.
- Organizations requesting the use of school facilities whose membership is predominantly within the school district shall receive priority.
- All requests for the use of school facilities by responsible school related and non-school related organizations of this school district should be made through the principal of the building in which the organization wishes to use. Community Building and Auditoria requests should be made through the Central Office.
- Cost is a flat rate of \$40 per day to use the facility plus custodial/food service costs. (See #17 for additional costs)

**GENERAL TERMS & CONDITIONS GOVERNING THE USE OF BOARD OF EDUCATION FACILITIES:**

1. Groups/individuals shall be fully responsible for all loss or damage to District property or equipment, including property of students and employees.
2. Groups/Individuals must take reasonable steps to ensure orderly behavior. Responsibility for enforcement of rules and regulations concerning use of District 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 District facilities.
3. The District will not be responsible for any loss of valuables or personal property to the group/individual.
4. Use of tobacco is prohibited. All users are responsible for complying with this regulation.

- 5. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- 6. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- 7. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- 8. Skateboards and other like equipment which constitutes a safety hazard to students / individuals shall not be allowed on District premises at any time.
- 9. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the district administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- 10. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- 11. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the superintendent.
- 12. Use of stages, furniture, and equipment must be arranged for in advance.
- 13. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- 14. Non-marking gym shoes must be worn when using any gymnasium floor.
- 15. The gymnasium or any other room used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use of said room or rooms.
- 16. 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.

**17. 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. Custodial/Building Use will be charged at a flat rate of \$30.00 per hour with a two-hour minimum. \*Food-service personnel shall be required, in addition, when kitchen facilities are requested. Food Service Personnel/Building Use will be charged at a flat rate of \$25.00 per hour with a two-hour minimum. Custodial / Food Service Personnel will typically be required on duty at the minimum 1/2 hour before and after an event.**  
**Deposit of \$40 is required within 5 business days of approval. Final Payment must be made by 5 business days prior to the event.**

- 18. If the applicant is requesting food from the cafeteria, an application must be filled out with the food service manager. The food service manager shall request a check or money order (no cash) for the full amount at the time of application. The application and fee amount shall be forwarded to the Treasurer.
- 19. Necessary law enforcement officers shall be on duty and paid by the applicant in advance of the use of the facility and a copy of a paid receipt shall be attached to the application. The need for law enforcement officers and the number needed shall be determined by the school authority granting the request and the law enforcement agency being used.
- 20. All state and local fire regulations must be observed.
- 21. The right to revoke a permit at any time is reserved by the school official authorizing the permit.
- 22. Application should be made at least 48 hours in advance of requested day for use of facility.

The applicant hereby agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever. All persons or groups using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order.

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Building Principal Signature / CC Director (If Applicable): \_\_\_\_\_ Date \_\_\_\_\_  
 (Required if requested use is in their area)

Approved by: Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

**INTERNAL USE ONLY**

Custodian(s) on duty	Charge	# Hours	Sub-Total

Cook(s) in charge	Charge	# Hours	Sub Total

Facilities Rental Charge: \_\_\_\_\_

Key(s) Issued	Date	Returned Date

**TOTAL CHARGES:** \_\_\_\_\_

\_\_\_ Placed on Calendar \_\_\_ Contacted Individual \_\_\_ Keys Issued