

# Form 830-1 - Use of Facilities

TREVOR-WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT

## USE OF FACILITY REQUEST

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

Date(s) of Use \_\_\_\_\_

Time of Use \_\_\_\_\_

Specific Area(s) Requested \_\_\_\_\_

Please check one of the following:

- School-related or not-for-profit youth organization
- Not-for-profit adult organization or other school
- Commercial or private organization

It is understood that the above organization:

1. Will not violate laws which regulate the use of public facilities
2. Will follow the attached Guidelines and Rules for Building Use
3. Will assume full responsibility for property damage resulting from use
4. Will pay fees and wages where required as part of the use of facility agreement
5. Will provide a certificate of liability insurance naming the Trevor-Wilmot Consolidated Grade School District as an additional insured

The Board of Education reserves the right to reject use of school facilities if it is in the best interest of the school district.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Organizational Representative

\_\_\_\_\_  
Building Administrator

# Form 830-2 - Use of Facilities

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## TREVOR-WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT

### GUIDELINES AND RULES FOR BUILDING USE

1. A Use of Facility Request Form must be on file prior to any building use.
2. All activities must be confined to the area approved under the Use of Facility Request.
3. Stated beginning and ending times are to be observed.
4. All Trevor Grade School/Wilmot Grade School rules are to be strictly enforced.
5. No smoking on premises.
6. No alcoholic beverages on premises.
7. No weapons or weapon facsimiles on premises.
8. No inappropriate dress.
9. The user group is responsible for repair or replacement costs in event of any damage or vandalism.
10. The user group is to complete basic cleanup procedures, i.e., table and chairs washed (cafeteria), floors broom swept, etc., as needed.
11. Clean up is not limited to cafeteria. If gym or hall, classrooms, library, etc, are used, same cleanup procedures are required.
12. Turn all lights off.
13. All guests are to leave the building at the designated ending time.
14. If group is providing childcare, the following procedures must be followed:
  - a. Caregiver/child ratio of no more than 1:5
  - b. Ages 0-12 years are considered "child"
  - c. One adult caregiver must remain throughout the event. This person's sole purpose is to supervise all other caregivers.
  - d. If a proper childcare ratio cannot be met, childcare will not be allowed for that event.
  - e. Recycling containers are to be used as appropriate.
15. Unless specifically approved by the District Administrator or designee, permission to use school facilities does not entitle the group to use school supplies. Groups should supply their own volleyballs, basketballs, etc.
16. Failure to comply with these guidelines and rules will forfeit future access to building use.

### **THANK YOU FOR KEEPING OUR SCHOOL A SAFE AND CLEAN ENVIRONMENT**

10/2006

Completed copies to:

Building Principal

Athletic Director

# Form 830-3 - Use of Facilities

TREVOR-WILMOT CONSOLIDATED GRADE SCHOOL DISTRICT

## FEE SCHEDULE FOR ORGANIZATIONS

TYPE	EXAMPLE	RENTAL FEE
School-Related and Not for Profit Youth Organizations (groups in which Trevor-Wilmot Students comprise 50% or more of those seeking to use the facilities)	Trevor-Wilmot P.T.O. Local youth athletic organizations, and youth groups i.e., Boy Scouts, Girl Scouts, 4-H, KAA, etc.	No Charge
Not for Profit Adult Organizations and Other Schools	Service Clubs i.e., Lions, Kiwanis, Rotary, etc. Fraternal Groups i.e., Elks, Moose, etc. Civic Groups i.e., Chamber of Commerce, etc. Other schools and school districts	\$10.00/hr per area or in-kind service as mutually agreed by District Administrator and renting organization
Commercial/Private	Any individual or group organized for profit.	\$20.00/hr per area

### Additional Custodial Charges

Any group seeking to use school facilities on days when school is not in session (Saturdays, Sundays, school holidays) or at times when custodians are not normally present must also pay for custodial services at the overtime rate of \$26.00/hr if the District determines that a custodian is necessary.

### Areas which may be rented

- 1) gymnasium
- 2) library
- 3) cafeteria/kitchen
- 4) athletic fields\*
- 5) parking lot(s)\*

\* do not require additional custodial charge