



BUILDING USE REQUEST FORM

Date: _____

I, We request the use of _____ Room(s): _____

Building
Please indicate the Year _____ and dates you are requesting:

September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Starting time: _____ am/pm Ending time: _____ am/pm

What equipment or arrangements do you need and how many? (Tables, Chairs, Sound, etc)

1. _____ 3. _____
2. _____ 4. _____

How many do you anticipate in attendance? _____

What is the admission charge? Per Adult : _____ Per Child: _____

Do you plan to take a donation or collection? YES NO

For what purpose with the admission charge, donation, or collection be used? _____

Name of organization: _____

Type of Meeting: _____

Name:	Address:
Telephone Number:	Email address:

I agree to be responsible to the Board of Education for the use and care of school property. I further agree:

- A. To leave the facilities used in satisfactory condition.
- B. That the characteristic of the entertainment will conform with the regulations governing the use of facilities in Kenowa Hills Public Schools District
- C. To fulfill any written regulation stipulated by Kenowa Hills Public Schools
- D. See the reverse side for Rules and Regulations

Signature of applicant

PLEASE RETURN AT LEAST 2 WEEKS PRIOR TO SCHEDULED EVENT

Office Use only	Food Service: Y N	Tech Department: Y N	Insurance/Waiver Y N
------------------------	-------------------	----------------------	----------------------



Building Use Rules and Regulations

1. **Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.**
2. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
3. Users shall be liable financially for damage to the facilities and for proper chaperonage.
4. 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.
5. The District reserves the right to request payment of estimated fees in advance.
6. Use of tobacco is prohibited. All users are responsible for complying with this regulation.
7. Alcoholic beverages and controlled substances will not be permitted on District property at any time.
8. 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 building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
9. The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
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 building administrator.
12. 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.
13. Buildings will normally be open thirty (30) minutes prior to the activity and for thirty (30) minutes after its scheduled end, unless other arrangements are requested on the application and approved.
14. 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.
15. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
16. A school custodian shall be on duty whenever a facility is being used except as exempted by the Supervisor of Operations. 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.
17. 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.
18. 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 aiseways.
19. The District will not be responsible for any loss of valuables or personal property.
20. 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. All materials must be approved by the Superintendent.
21. Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.