

IN-DISTRICT BUILDING FACILITY USE FORM

Date of Application: _____

School Facility Requested: _____

gymnasium
fields (specify)

commons
library
multi-purpose
choir/band

auditorium
classroom (specify
classroom #) _____
other (specify)

Date(s) Requested: _____ Time: From _____ to _____

Activity/Event: _____

Person Making Request: _____

School/Department/Club/Organization: _____

Phone Number: _____

Alternate Contact Person: _____

Number of People Expected: _____

Equipment Needed: _____

Person Responsible for Equipment: _____

Person Responsible for Clean-up: _____

Custodial is required for non-custodial hours and/or weekend use. Custodial charges are billed at "actual custodial costs" per hour, minimum 2-hour assignment. A minimum of 48 hours advance notification is required.

Custodial Required: Yes No
Custodial Service Needed: From _____ to _____

Are building keys required? Yes No
If required, key no. checked out: _____ Date returned: _____

Budget Code: _____

I have received, read, and agree to follow the facility use guidelines as outlined.

User Signature: _____

SCHEDULE

RE-SCHEDULE

CANCEL

Building Comments: _____

Calendar OK _____

AV Equipment OK _____

Building Administrative approval: _____

cc:	School District Office Applicant	School Head Custodian School(s) District Maintenance	Other
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IN-DISTRICT BUILDING USE INFORMATION & GUIDELINES

The **In-District Building Facility Use Form** is to be completed for in-district use of school facilities. In-District refers to school departments, ASBs, specific school programs and activities, etc. The form is to be completed and submitted to the appropriate school a minimum of 5 school days prior to the event. Due to the high demand for use of school athletic facilities (gyms, fields, etc.) school organizations (P.T.A., V.P.O., school clubs – including drama, band, choir, etc.) are encouraged to schedule use of athletic facilities at least two months in advance. Use the timeline for your reference.

School Year Timeline for Scheduling Athletic Facilities with Community Groups

Scheduling for Fall Community Use for fields and gyms begins the first week of the previous school year. Additional requests are received late August-early Sept.

Scheduling for Winter Community Use for gyms begins the first week of September. Fields are available for scheduling based upon field conditions. Most fields are closed during this time.

Scheduling for Spring & Summer Community Use for fields and gyms begins the first week of January.

In-District Building Facility Use Guidelines are as follows:

1. Enter the school at designated areas only.
2. Check all doors around the entire school before you leave.
3. Make certain you arrive early to open the facility, and do not leave until everyone has left the school grounds.
4. If you open a gate to get in, it must be locked before you leave.
5. All lights must be turned out and all windows closed & locked.
6. No showering or use of the locker rooms if building is used on holidays or weekends.
7. All equipment must be put away.
8. If you notice any discrepancies around the building when you arrive and/or when you leave, document it and report it to the building administrator on the next school day.
9. **Do not give your keys to anyone to use the facility.**
10. Participants are not to be in any other area of the school other than designated areas.
11. Decorations & Alterations: Plans for decorating must be approved in advance by the building administrator. Decorations which permanently alter or cause damage to the facility are prohibited. All decorations must be removed and properly disposed of immediately upon completion of the event.
12. Restoration of Facilities: all facilities are to be left in appropriate condition immediately following each activity. Appropriate athletic shoes will be required for all indoor and outdoor activities.
13. Smoking, alcoholic beverages and other narcotics SHALL NOT be permitted in school facilities or on school property at any time.
14. Other Services: If user requires the use of food service areas within the facility, they are responsible to contact the District Food Services Department to coordinate this use. Additional costs for supervision and/or food service personnel will be invoiced separately.
15. Failure to abide by the above procedures will automatically forfeit any further requests.
16. Custodial charges may apply for building use after regular custodial hours and/or on the weekend. A minimum of forty-eight (48) hours advance notice required for custodial assignment.