

**Oologah-Talala Public Schools**  
**Request for Use of Facilities and Property**

**6.03**

Step 1: Fill out facility use form.

\*Users of District facilities are required to obtain a commercial general liability policy with a Combined Single Limit of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. A copy of the certificate of insurance with Oologah-Talala Public Schools listed, as an additional named insured must be provided to the Superintendent's Office.

Step 2: E-mail the following information <mailto:amanda.may@oologah.k12.ok.us> Facility Use Form, information regarding your program or event, a copy of your insurance & a list of participants (Non O-T School District Groups must have 50% or more participants from O-T School District). Please include cost to students.

Step 3: Building principals or Athletic Director must approve the use of the facility. If there is a cost to students, then it must be submitted to the BOE.

Step 4: You will be notified when all items are completed and approved.

Today's Date \_\_\_\_\_ Group or Organization \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose for use \_\_\_\_\_

Admission Charge:      Yes      No

**Facility Requested** (please check only one):

Cafeteria	\$75.00/hr (2hr min)	Custodial Charge \$25.00/hr (2hr min)
Cafeteria & Kitchen	\$125.00/hr (2hr min)	Custodial Charge \$25.00/hr (2hr min)

☐ **Lower Elementary Cafeteria**

**Main Cafeteria**

☐ **Lower Elementary Cafeteria & Kitchen**

**Main Cafeteria & Kitchen**

<input type="checkbox"/> <b>Vo-Ag Arena</b>	\$75.00/hr (2hr min)	Custodial Charge \$25.00/hr (2hr min)
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<input type="checkbox"/> <b>Auditorium</b>	\$150.00/hr (2hr min)	Custodial Charge \$25.00/hr (2hr min)
	Renter must pay Sound Person	\$25.00/hr (2hr min)
	Renter must pay Light Person – (Special Lighting)	\$25.00/hr (2hr min)

**Equipment Requested (charges apply):**

<input type="checkbox"/> <b>None</b>	Podium	Auditorium Sound System
<input type="checkbox"/> <b>Auditorium Stage Lights</b>		Auditorium House Lights
	Auditorium Spot Light	Auditorium Projector Screen

Gyms	\$75.00/hr (2hr min)	Custodial Charge \$25.00/hr (2hr min)
Little Mustang Teams Associated with the Foundation are exempt from charges		

☐ **Lower Elementary School Gym**  
☐ **Upper Elementary (carpeted) Gym**  
☐ **Middle School Gym**

<input type="checkbox"/> <b>Practice Softball Field</b>	\$50.00/hr (2hr min)
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<input type="checkbox"/> <b>Indoor Hitting Facility</b>	\$75.00/hr (2hr min)
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<input type="checkbox"/> <b>Swimming Pool</b>	(Birthday Parties Only)	\$30.00 setup fee/group + \$2.00/kid attending
Must have one paid lifeguard per 35 children * (rate is determined by the school based on lifeguard experience)		

**Requestor Information:**

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Request Approved:    Yes    No    \_\_\_\_\_ Fee \$ \_\_\_\_\_  
(Superintendent, Principal or Athletic Director's signature)