

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

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 to <mailto:dwight.tackitt@oologah.k12.ok> 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

☐ Vo-Ag Arena

\$75.00/hr (2hr min)

Custodial Charge \$25.00/hr (2hr min)

☐ Auditorium

\$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):

☐ None

☐ Podium

☐ Auditorium Sound System

☐ Auditorium House

Lights ☐ Auditorium Stage 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

☐ Practice Softball Field

\$50.00/hr (2hr min)

☐ Indoor Hitting Facility

\$75.00/hr (2hr min)

☐ **Swimming** (Birthday Parties Only) \$30.00 setup fee/group + \$2.00/kid attending **Pool**
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)