

**KF-E-1 MSAD#44 Building and Facility Use Agreement Form
Organization Request**

MSAD#44 Administration is responsible for the use of all school facilities. Please complete and send this form and any applicable fee* to the appropriate building principal or facility manager for approval. For more information contact:

MSAD#44 Central Office: 824-2185
Telstar High or Middle School: 824-2136
Crescent Park Elementary School: 824-2839
Woodstock Elementary School: 665-2228
Bus Garage: 824-2471

Building or facility requested: _____

Specify room or rooms when appropriate: _____

Name of your organization: _____

Purpose of the request: _____

Date: _____ Times: _____

Will the activity be open to the public? Yes _____ No _____

Will admission be charged? Yes _____ No _____

If yes, what will the proceeds be used for? _____

Please describe any special equipment needs: _____

Do you (the requesting organization) have an in-force public liability policy? Yes _____
No _____

If yes, what are the limits of liability? Bodily injury: \$ _____
Property Damage: \$ _____

Responsible Person's Name: _____

Address: _____

Phone #: _____

e-mail: _____

Please read the attached rules, regulations, and fee structure below before signing:

I agree on behalf of the above-indicated organization that all members and guests will observe the regulations as stated here and we, individually or as an organization, will assume full financial responsibility for any and all damage done to MSAD#44 property during the indicated period of use. We also agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of the above described use. We will further hold said school harmless for loss of any kind in connection therewith.

Request submitted by: _____ Date: _____
Signature

Approved by: _____ Date: _____
Building Principal's Signature

Rules and Fees Governing Use of MSAD#44 Facilities

COMMUNITY USE OF DISTRICT FACILITIES Policy KF

DEFINITION: District facilities are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Board's desire that the local taxpayers who provide funding for the District should be able to obtain maximum use of the District facilities, to the extent consistent with the primary educational function of the school. Community uses of District facilities for educational, recreational, social, civic, philanthropic and like purposes must be approved by the administration utilizing a fee schedule approved by the Board.

The Superintendent is responsible for developing administrative procedures that provide for: timely applications, uses which do not interfere with educational or extracurricular programs of the public school students, preference to local, not-for-profit organizations, and the acceptance by the user of appropriate responsibility and liability.

In addition, the following rules will apply:

- A. A certificate of insurance shall be required as appropriate to the particular use.
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property.

- D. School facilities may not be used for any illegal purposes.
- E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.
- F. Any approval of the use of school facilities requires the signing of a *Facility Use Agreement* setting forth the conditions of use.
- G. Application for use is to be made through the Building Principal who will also provide final approval.
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents,
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens,
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent on a scale that reflects higher amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.),
- B. A deposit submitted with the application, refundable after leaving the facility in satisfactory condition,
- C. Reimbursement for property damage and any cleaning and repair costs,
- D. Reimbursement for custodian or other staff costs when necessary,
- E. Fees for rental of equipment.

Adopted: February 28, 2005

Rental Fees-

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|---|-----------------------------------|
| CPS/THS Gymnasium..... | \$25 per hour up to \$125 per day |
| Cafeteria/Multipurpose Room..... | \$15 per hour up to \$75 per day |
| Library/Media Center/Specialized Areas**..... | \$20 per hour up to \$100 per day |
| Classrooms..... | \$5 per hour up to \$25 per day |
| Auditorium..... | \$25 per hour up to \$125 per day |

**Specialized areas include: Industrial Arts, Vocational Education, Science Labs, Computer Labs, art Rooms, Music Rooms when specialized equipment is to be used.

*Fees are subject to change at any time. Additional rules may apply to some areas. Please contact the building principal.

KF-E-2

**MSAD#44 Building and Facility Use Agreement Form
Approval (District Use)**

Building or Facility: _____ **Date:** _____

Organization _____

Contact Person _____

Contact's phone or e-mail _____

The building principal is responsible for informing all staff who may be impacted by the building use. These include, but are not limited to the following responsible persons who should complete additional information and initial approval as appropriate:

Food Service Supervisor:

(Pertaining to cafeteria or kitchen use only)

Estimate number of extra hours required by kitchen employees: _____ #Hours

Auditorium Manager:

(Pertaining to auditorium use)

Lead Custodian:

If other than normally scheduled custodial services are required, estimate the number of extra hours. _____ #Hours

Transportation/Maintenance/Grounds' Supervisor:

(Pertaining to use of Bus Garage or Athletic Fields)

Will police services be required? Yes _____ No _____

Approved By _____ **Date of Approval** _____

*Signature of Building Principal
(Or other official if appropriate)*