**COMMUNITY USE OF SCHOOL FACILITIES APPLICATION**

# Name of person requesting facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of organization if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle the name of the facility/area being requested:

|  |  |
| --- | --- |
| CCES Art Room  CCES Cafeteria  CCES Cafeteria w/Kitchen  CCES Gathering Space  CCES Gymnasium  CCES Library  CCES Project Room  \_\_\_\_\_\_ Classroom (*only to be rented during custodian hours*) | CHS Cafeteria  CHS Cafeteria w/Kitchen  CHS Gymnasium  CMS Cafeteria  CMS Cafeteria w/Kitchen  CMS Gymnasium  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please describe activity or event for which facility is requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility is being requested for: Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending time \_\_\_\_\_\_\_\_\_\_\_\_ Number of people \_\_\_\_\_

Are chairs requested? (yes/no) \_\_\_\_\_ If so, how many? \_\_\_\_\_ Is a podium requested? (yes/no) \_\_\_\_\_

Additional time for custodian clean-up will be charged a *minimum* of one hour after event has ended.

I have had an opportunity to read the Board policy regarding facility use, and agree to abide by the general rules, regulations and fees as stated in the policy (fees also outlined on reverse side of this application).

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application and a $10.00 deposit. If the application is approved, a copy will be returned to you along with a receipt. If the application is not approved, a copy will be returned to you along with your deposit.

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## FOR SCHOOL USE ONLY

**Availability: Yes \_\_\_\_ No \_\_\_\_ Administrator Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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## FOR SUPERINTENDENT’S OFFICE USE ONLY

# Application Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent of Schools Superintendent of Schools

Basic rental fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated cost for staff services $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated total $ \_\_\_\_\_\_\_\_\_\_\_\_\_

Billing for the rental (including base fee, actual costs for personnel, less the deposit) will be issued following the use of the facility.

### Potential Users of Facilities

Potential users of school facilities are classified as follows:

1. School and school associated
2. Civic and non-profit, school oriented or community instructional or educational services
3. Civic and non-profit, non-school oriented services
4. Private and/or political
5. For profit
6. Fees

Fees are based on a basic rental fee and additional charges will be required to pay for appropriate custodial and/or kitchen worker costs.

Fees to be charged are as follows:

1. No fees – limited use of facilities and time restrictions.
2. No fees – limited use of facilities and time restrictions – will be responsible for costs associated with utilities and food service/maintenance personnel if scheduled outside of regularly scheduled hours
3. Reduced fees.
4. Full fees
5. Board action required.

Schedules of fees for a three-hour rental period (not including custodial or kitchen worker services):

**Facility** **Regular** **Reduced**

CCES Art Room $65.00 $55.00

CCES Cafeteria $55.00 $45.00

CCES Cafeteria w/Kitchen $55.00 $45.00

CCES Gathering Space $45.00 $35.00

CCES Gymnasium $45.00 $35.00

CCES Library $45.00 $35.00

CCES Project Room $25.00 $20.00

CHS Cafeteria $50.00 $30.00

CHS Cafeteria w/Kitchen $70.00 $50.00

CHS Gymnasium $60.00 $40.00

CMS Cafeteria $55.00 $45.00

CMS Cafeteria w/Kitchen $75.00 $55.00

CMS Gymnasium $65.00 $55.00

All Classrooms any school (each – *rented only during regular custodial working hours*) $25.00 $20.00

Fees are based on a maximum use period of three hours. Fees will be increased on a pro-rata basis beyond three hours. Charges for rehearsals by groups renting the facilities for performances will be at a reduced fee rate.

Weekend, vacation periods, and/or other rental times when custodian and/or kitchen staff are not normally scheduled to work, will require additional charges for labor based on the use period. Support service personnel are guaranteed a minimum of four hours for Saturday and Sunday work at the rate of time and one-half.

Adopted: August 20, 2018