

BUILDING USE (After School and Evenings)

1. *Student and school functions have priority over community or civic events.*
2. Public school buildings are important community resources, and the public is encouraged to use them.

The Board of Education has sole power, within the law, to grant or deny use of school facilities and fix regulations and reasonable fees to said use. The rules for public use are as follows:

- a). Meetings, entertainments and occasions are permitted even if admission fees are charged when the proceeds thereof can be used for educational or charitable purposes, but such cannot be permitted for private commercial ventures. Such meetings, entertainments, and occasions must be nonexclusive and open to the public.
 - b). Organizations and persons who wish to use school facilities must prohibit the sale, use, or distribution of tobacco, alcoholic beverages, controlled substances, and weapons of all kinds on school property.
 - c). Gaming activities (including bingo) where exchange of money or exchange of tokens and other goods representing money takes place are prohibited on school grounds.
 - d). Political organizations are prohibited by law from using school facilities until such items are authorized by voters of the district.
3. Requests for building use Monday through Saturday shall be approved by the building Principal or his/her agent. All events shall end by midnight. Such requests must be submitted and approved in writing. Approvals must adhere to regulations 2(a) through 2(d) above.
 5. Facilities such as the cafeteria, special classrooms, and shops where sophisticated equipment or power tools exist may require a trained staff person to be on duty during periods of public use. These facilities must have a staff person who shall be paid by the sponsor(s) of the activity at the rate established by the Board of Education.
 6. One or more school employees shall be required to be on duty at all evening activities unless waived by the building Principal or Director of Operations.
 7. The sponsoring organization or person using school facilities shall be responsible for cleaning the facility use, for building security before departure, and for any damage incurred during the time the facility was used.

All lines must be completed !

This request should be filed with the Administrator of the School Building being requested at least 2 weeks in advance of activity.

**Nenana City School
Building Use Form**

Organization / Individual making Application _____ Date _____

Address _____ Phone _____

Rooms Requested _____

Purpose of Use or Type of Activity _____

Date(s) Requested _____ Time(s) of Event(From/To) _____

Start of Set Up _____ End of Tear Down Time _____

Admission will / will not be charged. If will be charged, what are the charges ? _____

Admission proceeds will be used for _____

Number of Adults _____ Number of Students _____

I understand that I am accepting the responsibility for the conduct of the organization and for the individuals indicated above. All involved will abide the rules and regulations that are effective relative to the use of school facilities (*see back*). I agree that the cost of repairing damage resulting from use of facility and/or equipment will be reimbursed to the district by the organization and individuals named above. **I agree to return facility used in a clean/orderly condition. I further agree to return any furnishings in the order they were found.**

Signature of Requestor _____

Request Approved/Comments _____

Request Not Approved/Comments _____

Administrator _____ Date _____

Copy To:

1. Principal
2. Director of Operations
3. Requestor