

Hicksville Exempted Village Schools
REQUEST FOR USE OF SCHOOL FACILITIES
For Community Use

Your name _____ Today's Date _____

Organization _____

Name of Activity _____

I/We seek permission to use the following school facilities:

- | | |
|---------------------------|---|
| Auxiliary Gymnasium | Main Gymnasium |
| Commons | Kitchen |
| Community Room (Room 125) | Community Room w/ Mini-Kitchen (Room 123/125) |
| Other _____ | Stage |

Required Information:

Day	Date	Time: From	To

Describe the purpose of the activity:

We wish entrance to the building at: _____(time)

We will vacate the building by: _____(time)

Admission fee will be charged: Yes No

We expect an attendance of approximately _____ persons.

We require use of the following items:

- | | |
|-------------------------------------|---|
| Stage | Podium |
| Special Lighting | Ticket Table & Chairs (Number _____) |
| Piano (on stage) | Gymnasium Showers |
| Folding Chairs (Number _____) | Projector |
| Large Folding Tables (Number _____) | Projection Screen |
| Bleachers | Custodial Services* for setup and/or cleanup |

Please describe additional requests, and/or attach a sketch of the set-up required for your activity.

ALL groups are responsible for:

1. Wages and benefits of custodian/s for extra time served for set-up, clean-up, opening/closing of the building if required for the activity.
2. Wages and benefits of cook/s for extra time served. Any time the kitchen is being used, a cook must be on duty.

***NOTE: Required use of Custodial Services @ 20.00/hour is at the discretion of the administration.**

The signature of the adult below signifies receipt and acceptance of HEVS Board Policy #7510, and all charges incurred as a result of building use (if applicable).

Signature _____ Printed Name _____

Telephone: (Home) _____ (Cell) _____

Name/Title of Organization or Group

.....
THIS SPACE FOR DISTRICT USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

Principal's Signature _____ Date _____

REGULATIONS FOR USE OF FACILITIES

Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.

The District reserves the right to request payment of estimated fees in advance.

Use of tobacco is prohibited except in designated areas. All users are responsible for complying with this regulation.

Alcoholic beverages and controlled substances will not be permitted on District property at any time.

Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.

The user shall be fully responsible for all loss or damage to District property, including property of students and employees.

Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.

The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the building administrator.

Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the building administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.

Buildings will normally be open _____ prior to the activity and for _____ after its scheduled end, unless other arrangements are requested on the application and approved.

Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.

No unauthorized methods for obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.

A school custodian shall be on duty whenever a facility is being used except as exempted by the principal. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the current hourly rate.

Food-service

personnel shall be required, in addition, when kitchen facilities are requested.

Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

The District will not be responsible for any loss of valuables or personal property.

No flyers, booklets, or other printed or audio-visual materials may be distributed unless they relate directly to the activity for which the school facility is being used.

Non-marking gym shoes must be worn when using any gymnasium floor. Participants must change into shoes that have not been worn outside.

Playground facilities may not be used by any youth over the age of _____ nor shall any person be allowed on playgrounds after dark.

Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.

SUPERVISION OF RENTED FACILITIES

Each group requesting the use of District facilities must use the services of a District custodian and must pay for such services.

Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of the District facilities.

If the supervisor, as designated above, is not satisfactory to the administrator in charge, the administrator shall appoint a supervisor and the pay shall be charged to the sponsoring group.

Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District facilities.

The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

Hicksville Exempted Village Schools Administrative Guidelines

7510A - USE OF DISTRICT FACILITIES

Building Use Permit

See Form 7510 F1.

- A. No permission will be granted to use the building that interferes with a scheduled school function.
- B. The group or organization will be held responsible for the use of the building and the property by persons participating in, or attracted by, the activity; this includes the conduct of the opposing teams, visitors, and guests.
- C. Property damage, theft, or loss of supplies or equipment arising from the occupancy of any portion of the building will be charged against the applicant and may cause the cancellation of any further use of school property by the applicant. An inspection will be made of the facility after use to determine if any charges will be made to the applicant.
- D. Applicant shall not sublet any part of the building.
- E. Use of intoxicants, tobacco products, and/or illegal or counterfeit drugs in the building or on the school grounds is prohibited.
- F. No questionable schemes for making money will be permitted.
- G. The applicant must provide, upon request, to the building principal or Treasurer, proof of liability insurance that is current while using the school facilities.
- H. Any school-sponsored group may use the facility without charge as long as it is available and scheduled in advance through the building principal or his/her designee.
- I. Any group comprised primarily of taxpayers of the Hicksville Exempted Village School District which is **not** making a profit through its use may use the facilities free of charge provided that:
 - 1. There is already a custodian scheduled to be on duty;
 - 2. This activity does not cause the custodian any extra time for cleanup, opening of building, closing of building.
- J. Any group comprised primarily of taxpayers of the Hicksville Exempted Village School District which is making a profit through its use may use the facilities at the following rate schedule:

Elementary Gym	\$25.00 per hour
Elementary Kitchen	\$25.00 per hour

High School Kitchen	\$25.00 per hour
High School Cafeteria	\$25.00 per hour
Shower Room	\$10.00 per day

High School Gym and all classrooms	Generally not for rent, only on special approval by the principal.
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An exception to the above rates may be given to a local taxpayer group when the profit to be gained is to benefit our students or some other local group. The decision to make an exception rests on the Hicksville School Superintendent.

- K. Any group **not** comprised primarily of taxpayers of the Hicksville Exempted Village School District may use the facilities at the following rate schedule:

Elementary Gym	\$50.00 per hour
Elementary Kitchen	\$50.00 per hour
High School Kitchen	\$50.00 per hour
High School Cafeteria	\$40.00 per hour
Shower Room	\$10.00 per day

High School Gym and all classrooms	Generally not for rent, only on special approval by the principal.
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- L. ALL GROUPS noted in #'s I, J, and K above are responsible for:

1. Wages and benefits of a custodian or custodians for extra time served for clean-up, opening of building and/or closing of the building.
2. Wages and benefits of a cook or cooks for the extra time served. NOTE: Any time the kitchen is being used, a cook must be on duty.

- M. The Superintendent will have final say in the scheduling of all activities and facilities.

- N. The Hicksville Exempted Village School Board reserves the right to adjust any of the above fees or policies depending upon the nature and size of the activity.

Request for Facility Use Building _____

Category of User: (See AG 7510B)

- 1. Category 1 _____
- 2. Category 2 _____
- 3. Category 3 _____
- 4. Category 4 _____
- 5. Category 5 _____

Charges to User:	<u>Estimated Cost</u>	<u>Actual Cost to Date</u>	<u>Final Actual Cost</u>
1. Facility Rental	_____	_____	_____
2. Equipment Rental	_____	_____	_____
3. Custodial Cost	_____	_____	_____
4. Food Service Cost	_____	_____	_____
5. Lifeguard Cost	_____	_____	_____
6. Damages	_____	_____	_____
7. Other:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL COST:	_____	_____	_____
LESS DEPOSIT RECEIVED:	_____	_____	_____
<u>BALANCE OWED:</u>	_____	_____	_____

_____ This request is fully approved except for any limitations noted under "Comments" below.

_____ This request is **NOT** approved. Reasons noted under "Comments" below.

COMMENTS: _____

Signed: _____ Date: _____