

**UNIFIED SCHOOL DISTRICT 339  
JEFFERSON COUNTY NORTH SCHOOLS  
REQUEST FOR BUILDING USAGE**

Copies distributed to: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Group \_\_\_\_\_

Adult responsible (printed name) \_\_\_\_\_

Date or dates for usage \_\_\_\_\_

Time for usage \_\_\_\_\_ until \_\_\_\_\_

Number attending \_\_\_\_\_

Building requested \_\_\_\_\_

Room(s) requested \_\_\_\_\_

Reason for usage \_\_\_\_\_

- Principal
- Secretary
- B& G Coordinator
- Head Custodian
- Coach \_\_\_\_\_
- Food Service
- Organization
- Other

**By your signature it is understood that the organization/group using USD #339 facilities will be responsible for any damages or accidents incurred during the above requested event(s). By your signature you also acknowledge that you have read the attached regulations regarding the use of facilities. The user will not hold the school district or any employees or representatives thereof, liable in any way whatsoever for injury or suit of any kind which may arise as a result of use of property. Key card will open facility 30 minutes prior to and following scheduled request.**

Responsible adult must be present at all times during the use of the building and the only user of key card.

**Upon approval, card & key can be checked out in school office two days prior to event. Card & key must be returned within 3 school days at conclusion of the event(s).  
RETURN DATE: \_\_\_\_\_**

**ASSIGNED FEES**  
\$20.00 deposit  
\$ \_\_\_\_\_ for money making organizations

Date \_\_\_\_\_

Signature/ Address/Phone #/email of Adult Responsible (limited to 2 signatures)

Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

**OFFICE USE ONLY:**

Card# \_\_\_\_\_ Key # **\*\*** Check out date \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Staff initials \_\_\_\_\_

Card check in date \_\_\_\_\_ Date fee returned \_\_\_\_\_ Staff Initials \_\_\_\_\_

**\*\*Person checking out building needs to contact the building custodian 5 days prior to use to schedule an appointment for keys and instruction for use of nets/goals/lights/equipment or for setup.**

**Facility Use Checklist:**

- Pick up trash
- Sweep floors
- Check restrooms
- Turn off lights
- Make sure all doors are

**CUSTODIAN'S CLAIM VOUCHER**

Please return this form to the District Office after the building has been used by organization.

Opened and closed only. Starting time \_\_\_\_\_ Ending time \_\_\_\_\_ Total wages claimed \$ \_\_\_\_\_

List equipment damaged and other comments: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Principal**

**Custodian's Signature**

\*\*\*\*\*

**Building Usage Regulations:**

1. **Building requests and \$20.00 deposit must be received 5 school days in advance of use. Only dates needed are to be listed to allow open spaces for others to use. Usage will not be entered on the calendar until deposit is received nor will the 5 school day count begin until deposit is received.**
2. **The proximity card and key will be checked out in the school office and will need to be returned within 3 school days after the conclusion of the event(s). We will collect a \$20.00 refundable deposit when the building is checked out. Check will be deposited when received and a refund check will be issued when the card and keys are returned and facilities are in order. If key card and keys are not returned in a timely manner, deposit will be retained by the school district.**
3. **Gym usage is limited to no more than 2 days Sunday through Saturday with a maximum of 2 hours a day.**
4. **Usage on weekdays/workdays, holidays and summer will not be allowed until after 4:00 p.m. except for gym usage which will be after 6:00 p.m. During high school basketball season high school usage will be after 8:00 p.m. No building use during KSHSAA non-practice days in December.**
5. **Usage is to be terminated by or before 10:30 p.m.**
6. **Street shoes shall not be permitted on gymnasium floors. No food or drink will be allowed in the gymnasiums.**
7. **Any organization or individual may be required to pay the cost of custodial services if it is deemed necessary by the administration.**
8. **The organization or individual renting/using the building is responsible to the Unified School District #339 for any and all damages and losses whatsoever to the building and/or contents. All damages and losses shall be repaired or replaced to the satisfaction of the Superintendent of Schools.**
9. **The approved usage is made with the assumption that the room or rooms used will be left in the condition found, trash picked up and the floor cleaned as needed. Any equipment or building damage or extra clean-up costs will be assessed to the person in charge of the event.**
10. **School maintenance personnel will be on hand when designated by administration.**
11. **The high school auditorium stage lighting and dimmer board requires school personnel to be operated.**
12. **Pets are not allowed in school facilities.**
13. **Tobacco use in school buildings is prohibited and use or possession of alcohol or any controlled substance on school property is also prohibited.**
14. **Weapons in school buildings or on school property are prohibited.**
15. **Students may not use the gym without continuous adult supervision.**
16. **As custodians will not normally be assigned to activities the individual in charge will be responsible to see that all lights are turned off, windows closed, areas cleaned, restrooms checked for running water, trash picked up, and all doors are locked.**
17. **If the above requirements are not met, individuals will not be allowed to use facilities for future events.**

**\*\*\*Note:** Any usage of school facilities shall be subject to cancellation if the facilities are later found by the school administration to be needed for school affiliated purposes or left in disarray by said organization.

<b>FACILITY RENTAL FEE SCHEDULE</b>				
<b>Hour(s)</b>	<b>Per Classroom</b>	<b>Kitchen</b>	<b>Multi-purpose</b>	<b>Gym</b>
1	\$ 2.50	\$ 5.00	\$ 5.00	\$ 7.00
2	\$ 5.00	\$10.00	\$10.00	\$14.00
3	\$ 7.50	\$15.00	\$15.00	\$21.00
4	\$10.00	\$20.00	\$20.00	\$28.00
5	\$12.50	\$25.00	\$25.00	\$35.00

Rental fees may be waived at the discretion of the school district.

**FOR AVAILABILITY OF THE BUILDINGS THE BUILDING USE CALENDAR IS AVAILABLE ON THE JCN WEBSITE:  
www.usd339.net**