

AU GRES-SIMS SCHOOL DISTRICT  
REQUEST FOR USE OF SCHOOL FACILITIES

Facilities use request must be submitted ten (10) business days prior to date of use.

We seek permission to use the following school facilities:

School Building:               \_\_\_Elementary                       \_\_\_Middle School                       \_\_\_High School

Room(s) Requested: \_\_\_\_\_

If this request is for an extended period of time, state the beginning and ending dates.

Date(s)/Time(s) of Use: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Estimated Number of Persons Attending Event: \_\_\_\_\_

Equipment Needed/Items to be Used: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Adult In Charge (must sign application): \_\_\_\_\_

Applicant's Name, Address, & Phone: \_\_\_\_\_

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

Special Set-Up and/or Equipment Requested: \_\_\_\_\_

\_\_\_\_\_

Will an admission fee/donation be charged? If yes, how much? \_\_\_\_\_

If approved, applicant agrees to comply with all rules and regulations outlined in the Au Gres-Sims School District Facilities Usage Administrative Procedures; those relating to safety from fire, use of liquor, tobacco, controlled substances, and general conduct in any school building are mentioned specifically.

In addition, the applicant agrees to indemnify and hold harmless the School District from any liability for damages to any person or property in or about the School District premises from any cause whatsoever.

In the event of a cancellation, the applicant will notify the school office or the maintenance supervisor as soon as reasonably possible. The applicant signing this form will be responsible for any fees incurred by the school district resulting from scheduled usage.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Adult Person In Charge at Activity (if different than applicant) \_\_\_\_\_ Date \_\_\_\_\_

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For school district use only - If usage fees or labor fees apply, send a copy of this request to the Au Gres-Sims School District Business Office

Classification of User \_\_\_\_ Class I      \_\_\_\_ Class II      \_\_\_\_ Class III

Use Fee \$ \_\_\_\_\_ Labor Fee \$ \_\_\_\_\_

Total Applicable Fee \$ \_\_\_\_\_

Usage and labor fees will be billed. The district reserves the right to require a deposit with this application.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Use Application Approved: \_\_\_\_ Yes      \_\_\_\_ No

Key(s) Issued:      \_\_\_\_ Yes      \_\_\_\_ No      Date Returned: \_\_\_\_\_

AU GRES-SIMS SCHOOL DISTRICT  
FACILITIES USAGE FEE SCHEDULE

<u>Facility</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
<u>High School Gym</u>			
admission fee charged	No Fee	\$75.00 plus labor	\$150 plus labor
no admission fee charged	No Fee	No Fee	\$150 plus labor
<ul style="list-style-type: none"> <li>labor fees apply when use is other than regularly scheduled custodial time</li> </ul>			
<u>Multi-Purpose Room</u>			
admission fee charged	No Fee	\$35.00 plus labor	\$75.00 plus labor
no admission fee charged	No Fee	No Fee	\$75.00 plus labor
<ul style="list-style-type: none"> <li>labor fees apply when use is other than regularly scheduled custodial time</li> </ul>			
<u>Kitchen</u>	No Fee	Labor	\$35.00 plus labor
<ul style="list-style-type: none"> <li>use of cooking facilities necessitate a kitchen employee be present</li> </ul>			
High School Library	No Fee	No Fee	\$50.00 plus labor
Elementary Library	No Fee	No Fee	\$50.00 plus labor
Track and/or Football Field	No Fee	Labor	\$100.00 plus labor
Classroom(s)	No Fee	No Fee	\$35.00 plus labor
Band Room	No Fee	No Fee	\$35.00 plus labor

Labor fees are levied only when staff must be specifically called in to accommodate groups using facilities. These fees will be billed at actual cost to the district. Custodial and kitchen staff beyond the normal shift will be charged at the current overtime rate.