

**NORTHEAST BRADFORD SCHOOL DISTRICT
FACILITY UTILIZATION REQUEST**

Allow fourteen (14) working days' notice from the time of your request for approval

GROUP:	
DATE(S) REQUESTED:	
TIME: Beginning:	Closing: Anticipated participants:
PURPOSE:	
EQUIPMENT REQUEST: (tables, chairs, volleyball nets, etc.)	
BUILDING: HIGH SCHOOL ELEMENTARY CUSTODIAL COVERAGE: YES NO	
ROOM(S) OR LOCATION: (Note: Kitchen use requires the employment of one (1) cafeteria worker.)	
REQUEST FOR: HEAT VENTILATION	
ADMISSION FEE TO BE CHARGED:	
LIABILITY INSURANCE:	
RESPONSIBLE ADULT:	Email:
Address:	Phone:
<p><i>An adult must be in charge of and responsible for the program or activity. This person shall be responsible to the principal of the school in which the event is taking place and must assume full responsibility for personal injury to participants and spectators as well as restoring to original conditions any property destroyed or suffering from more than normal wear and tear. The Northeast Bradford School District shall be the sole judge of destruction of property or excessive wear and tear. The Board prohibits the use or possession of tobacco products, alcoholic beverages, drugs, gambling, weapons, replicas of weapons and ammunition on any school property. All lights must be turned off after the program or activity, and any keys to the property must be returned to the building principal.</i></p> <p>By signing the Facilities Request Form, you are agreeing to abide by all district policies and to hold the district harmless for any liability resulting from the use of the facilities.</p> <p><i>I hereby request the use of the above described facility and equipment for the date(s) and time(s) indicated, and I will be present at the time(s) the facility requested is being used. With this request, I assume the responsibility for the use and care of the facility and will be responsible for any required payment.</i></p>	
Signed:	Date:

(For Office Use Only)	FEES:
	General:
	Custodial:
	Cafeteria:
Approved by High School Office:	TOTAL:

Policy - It shall be the policy of the Board of School Directors to encourage community use of school facilities when such use is in the public interest, does not conflict with school activities, and is not detrimental to the purpose of schools.

Procedure - Read the regulations for use of school facilities. Complete this form and return to the district office along with "certificate of insurance" (liability coverage of at least \$300,000) signifying NEBSD as an additional insured. By signing the attached Facilities Request Form, you are agreeing to the district's Hold Harmless Clause.

Fee - (See below; Community Use of School Buildings) **If rental or other charges are indicated, you will be billed.** Make checks payable to the Northeast Bradford School District. The school will bill all users and renters who are required to pay personnel fees. Do not pay the staff member directly. **Excess garbage fees will be assessed based on usage.**

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge a twenty-five dollar (\$25) deposit upon application for use of the facilities that will be credited to the final billing. The deposit will not be refunded in the event that a facility is reserved but not used. If group is not in good standing financially with the school, the group will be removed from the approved users list. Cancellations will be accepted by calling the High School Office up to seven (7) days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the office. Cancellations due to inclement weather will be considered an emergency.

Human blood, body fluids, and other body tissues are widely recognized as vehicles for the transmission of human disease. In the event an area or item is soiled with body fluids (vomit, blood, urine, feces, etc.), user must contact district custodial staff to disinfect the area/item. Under no circumstances should the user attempt to clean up the soiled area/item.

Building	Facility	Category 1	Category 2	Category 3	Category 4
High School	Gym/Stage (meetings/performance) 8,000 sq. ft.	0	0	\$20/hour \$100/day	\$20/hour \$100/day
	Gym/Stage (practices/rehearsals)	0	0	\$20/hour \$100/day	\$20/hour \$100/day
	Computer labs / Library	0	0	\$30/hour \$100/day	\$30/hour \$100/day
	Classrooms	0	0	\$10/hour	\$20/hour
	Cafeteria	0	0	\$10/hour	\$20/hour
	Kitchen			\$35/hour	\$35/hour
	Cafeteria worker	\$25/hour	\$25/hour		
	Gymnasium (recreational)	0	0	\$10/hour \$50/day	\$10/hour \$50/day
	Custodial fee	\$25/hour	\$25/hour	\$25/hour	\$25/hour
	Athletic Fields / Track	Day use	0	0	\$50/day
	Custodial fees	\$25/hour	\$25/hour	\$25/hour	\$25/hour
	Preparing fields	0	0	\$50	\$50
Elementary Schools	LGI (meetings/performance)	0	0	\$25/hr w/o air \$40/hr w/air	\$25/hr w/o air \$40/hr w/air
	LGI (practices/rehearsals)	0	0	\$25/hr w/o air \$40/hr w/air	\$25/hr w/o air \$40/hr w/air
	LGI AV SYSTEM	0	0	\$25/hour	\$25/hour
	Computer labs	0	0	\$30/hour \$100/day	\$30/hour \$100/day
	Cafeteria	0	0	\$10/hour	\$20/hour
	Kitchen	0	0	\$35/hour	\$35/hour
	Cafeteria worker	\$25/hour	\$25/hour		
	Custodial fee	\$25/hour	\$25/hour	\$25/hour	\$25/hour
	Classrooms	0	0	\$10/hour	\$20/hour
Picnic Grove / School Farm	Pavilion / Grove	0	0	\$10/hour \$50/day	\$10/hour \$50/day

Category 2: A minimal rental fee or deposit may be required. Excess garbage fees will be assessed based on usage.

NOTE: Rate charged if facilities requested during nonworking hours.

Revised 2/15/2019