

Instructions for building use:

Building use should be recorded on a google calendar so that the CO can have access to activity in buildings.

When the form is returned:

Dates should be specific

Contact information needs to be legible

Space requested for use should be noted. If outside spaces, please note them under OTHER and describe the space (baseball field, parking lot, track etc.)

You should indicate if there will be a charge.\* If so, an amount of money should be filled in so the user has no questions.

\*This money should be sent to the CO with the completed and approved building use form.

Certificate of Liability should be; Checked or marked N/A

If checked:

### INSURANCE CERTIFICATES

You must receive an insurance certificate each school year showing coverage. If it expires during the year, it's up to you to make sure the month it expires you receive a new one if they continue to use the facility. Send the updated form to the CO for record.

ALL CERTIFICATES MUST indicate the required coverage and must name RSU#19 as additional insured.

If marked N/A - please put in a description of why or describe the user. Ie; "group is raising money for a field trip for grade 6" or "the group is a 501-C organization and proof of this is submitted with the use form."

**OR**

If someone is using the facility for an event that you are kindly not charging them for, they must sign the waiver. "Celebration of Life", please have the person requesting fill out the WAIVER. Also, list who will be covering this type of event.

If it's a group that continues to use the facility that you have no insurance coverage for, each individual must sign a waiver. All of the people who sign must be adults (over 18 years of age). *If students are using the facility, they must be part of an organized group and covered by insurance.*

If special conditions exist of any nature, please note this on the next line. The principal should be seeing all building use forms, therefore should be the person signing off on use.

PLEASE SEND ALL FORMS: (digitally or physically to the Superintendent's office for the file). If you would like, e-mailing them to Licia would be GREAT! If you are sending money, please send a copy of the use form with the funds so we know where to allocate the income.

The Superintendent's office must keep record of all insurance certificates for all use. If someone has a question about the policy, please direct them to the Superintendent.

There is also a "building use check list" that some buildings use for frequent flyer groups... Boy scouts, etc. It is very helpful to leave this form somewhere they can access it each time they use it. This promotes communication between the user and the facility as well as reminds them of some good housekeeping practices.

**RSU 19 BUILDING USE AGREEMENT FORM**

In consideration of the right to use the facility described on the date(s) indicated, it is hereby agreed as follows:

1. The using organization/individual hereby assumes full financial responsibility for any and all loss or damage to the building(s) to be used and to any and all personal property of RSU 19, and agrees to indemnify the owner(s) for any such loss or damage. Compensation shall be based on replacement cost when damaged property is beyond repair.
2. The using organization/individual further agrees to comply with any reasonable regulation or requirement of RSU 19 with regard to the type of activities, hours of use, and time of clean-up.
3. The using organization/individual further agrees that the facilities used will be left in a clean and neat condition with chairs and other furniture restored to normal location, all waste and trash removed from the premises, and facility ready for normal school use without expense to RSU 19.
4. The using organization/individual agrees that, when required, it will utilize the school janitorial department and reimburse RSU 19 for all expense in connection therewith. (Requirements will be due to specialized cleaning needs.)
5. The using organization/individual agrees to be fully responsible for all bodily injuries to third parties on the premises during its period of use or damage to the property of the third parties and to indemnify and hold harmless RSU 19 from any and all loss resulting from claims of third parties arising out of its use of the facilities.
6. The using organization/individual further agrees to provide, where required, proper police protection and supervision at its expense during the time of its usage and to comply with all applicable laws and regulations in its conduct of activities on the premises.
7. The using organizer/individual understands that it cannot transfer this use agreement nor sublet its right of use to any other individual or group without the express authorization of RSU 19 or its authorized representative. (Any attempted transfer is void.)
8. The using organization /individual agrees to report promptly to RSU 19 or its authorized representative all incidents involving damage or loss of property or injury to any person occurring during its usage of the facilities.
9. The using organization/individual is liable to RSU 19 for any expense incurred in cleaning or repairing the premises, replacing property lost, or damages beyond repair when the expenses occurred during the use of the facility by the using organization.
10. The using organization/individual agrees not to allow the use and possession of alcoholic beverages, tobacco, or scheduled drugs on RSU 19 property.
11. A fee may be charged to any organization, private or commercial enterprise or individual who requests use of the facilities for private functions or financial gain. 501-C organizations will not be assessed a fee.
12. When kitchen use is requested, the Food Service Supervisor must be notified due to State and Federal Child Nutrition Laws. Traffic to kitchens not located adjacent to space being utilized shall be restricted to kitchen personnel.
13. Fire exits must remain free of obstruction at all times.
14. Children under the age of 8 require adult supervision on the playground and ball fields.
- 15. The using organization/individual will furnish a Certificate of Insurance, when applicable, showing a comprehensive general liability limit of one million (\$1,000,000.00) naming RSU 19 as additional insured.**

**RSU 19 BUILDING USE APPLICATION**

I, the undersigned individual / representative, would like to use the following space(s) of the

\_\_\_\_\_ on \_\_\_\_\_  
 {Name of School} {Day(s) of Week} {Date(s)}

**EVENT**

\_\_\_\_\_ {Use additional paper if necessary}  
**From** \_\_\_\_\_ AM / PM **to** \_\_\_\_\_ AM / PM for the purpose of \_\_\_\_\_

_____ <b>Gym</b>	_____ <b>Classroom</b>	<b>Fields:</b>
_____ <b>Kitchen</b>	_____ <b>Library</b>	_____ Softball Field
_____ <b>Cafe</b>	_____ <b>Other</b> _____	_____ Baseball Field
_____ <b>Equipment Needed</b> {list}: _____		_____ Football Field

I have read and agree to abide by Policy KF, Community Use of School Facilities. I further give assurance that no alcoholic beverages will be dispensed or consumed on school property, nor will smoking be allowed. I also agree to pay the applicable fee for the use of the facility.

<b>Gym/Room</b> _____ hours x _____ = \$ _____	<input type="checkbox"/> <b>No Charge</b> (Donations Appreciated)
<b>*Kitchen/Cafe</b> _____ hours x _____ = \$ _____	
<b>Security</b> _____ hours x _____ = \$ _____	
<b>Janitorial</b> _____ hours x _____ = \$ _____	
<b>Field</b> _____ hours x _____ = \$ _____	
<b>Total Due</b> \$ _____	Parking lot _____ days = \$ _____
<b>Deposit Received</b> \$ _____	
<b>Balance</b> \$ _____	

\_\_\_\_\_ **Certificate of Liability Insurance** {attached if applicable}

State any special conditions or restrictions: \_\_\_\_\_

_____ <b>Printed Name of Resident</b>	_____ <b>Name of Organization</b> {if applicable}
_____ <b>Signature of Individual</b>	_____ <b>Date</b>
_____ <b>Mailing Address</b>	_____ <b>Telephone Numbers</b>

<i>Office Use</i>	<i>*Kitchen Use</i>
_____ Approved	_____ Approved
_____ Denied	_____ Denied

\_\_\_\_\_ **Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Food Service Supervisor Signature** \_\_\_\_\_ **Date**

Reviewed by: \_\_\_\_\_ Facilities Mgr. \_\_\_\_\_ Supt. of Schools

RSU 19

**Community Use of School Facilities Waiver**  
**Release and Agreement to Hold Harmless**

In consideration for being allowed to make use of facilities of the RSU 19, the undersigned, for him/herself and the organization named below, hereby agrees to assume all risk of injury, any of the organization's members, participants, guests or others associated with the undersigned (including all risk of injury, harm or damage caused by the negligence of the RSU19, its School Board, administrators, officers, agents and employees) arising or occurring in connection with the use of school facilities. I hereby release and agree to indemnify and hold harmless the RSU 19 and its School Board, administrators, officers and employees from any and all liability, actions, damages and claims of any kind or nature whatsoever (including liability, actions, damages and claims caused by or arising from the negligence of the RSU 19, the School Board, its administrators, its officers, agents and employees) for injury or harm to person or property that may arise or occur in connection with use of school facilities.

If any part of this agreement is held to be unenforceable, then all other parts of this agreement shall be enforceable to the full extent permitted by law.

I have read the above document carefully before signing it and sign it voluntarily with full knowledge of its significance. I UNDERSTAND THAT I AM RELEASING, HOLDING HARMLESS AND INDEMNIFYING THE RSU 19 AND ITS SCHOOL BOARD AND THEIR AGENTS AND EMPLOYEES FROM ALL HARM ARISING DURING MY/YOUR USE OF THE FACILITY TO THE FULL EXTENT PERMITTED BY LAW, INCLUDING HARM CAUSED BY THE NEGLIGENCE OF THE RSU 19, THE SCHOOL BOARD OR THEIR AGENTS OR EMPLOYEES.

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Name of Organization

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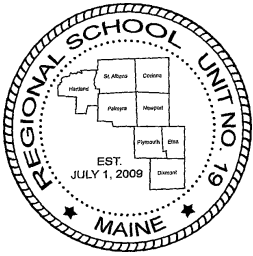
Printed Name of Individual User or **Authorized Agent of Organization**

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Signature of User or Agent

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Date



# REGIONAL SCHOOL UNIT 19

*Corinna Dixmont Etna Hartland  
Newport Palmyra Plymouth St. Albans*

PO Box 40 (182 Moosehead Trail)  
Newport, ME 04953-0040

Telephone (207) 368-5091  
Fax (207) 368-2192

## General Check List for Building Users

**Clean/Sweep/Mop Floors** \_\_\_\_\_

**Put dirt in Trash Cans provided** \_\_\_\_\_

**Pick up debris and trash, place in cans provided** \_\_\_\_\_

**Clean bathrooms designated for use** \_\_\_\_\_

**Turn off all lighting** \_\_\_\_\_

**Make sure any windows that you have access to are locked** \_\_\_\_\_

**Please leave a note below of any information you need to share with RSU#19**

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**Number to call if you should need to reach an employee of the RSU:**

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*Date used* \_\_\_\_\_

*User – Print name and phone* \_\_\_\_\_

**DON'T FORGET TO LOCK UP !!**

**FEE SCHEDULE**  
**RSU 19 / IRVING TANNING COMMUNITY CENTER**

<b>FACILITY</b>	<b>RENTAL FEE</b>	<b>STAFF CHARGE</b>
<i>School Gov't Use</i>	<i>No Charge</i>	<i>No Charge</i>
Gymnasium (including Stage, Concession areas)	\$ 50.00 for 3 hours \$ 25.00 per each additional hour	If staff member is used: 1 1/2 times staff member's pay rate per hour
Cafeteria Community Room	\$ 40.00 per day	If staff member is used: 1 1/2 times staff member's pay rate per hour
Cafeteria (with kitchen)	\$ 50.00 per day	Staff member required: 1 1/2 times staff member's pay rate per hour
Science Lab	\$ 25.00 for 2 hours \$ 15.00 per each additional hour	If staff member is used: 1 1/2 times staff member's pay rate per hour
Computer Lab	\$ 50.00 for 2 hours	Certified Instructor required for use of this facility.

**A deposit is required for use of "Specialized Equipment"(i.e. tv-vcr, overhead projector, etc.) and is refundable upon return inspection of equipment.**