

HOLYOKE SCHOOL DISTRICT RE-1J
FACILITY/EQUIPMENT USE FORM

FACILITY USE FORM - Community Groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with school programs. Facility Use will not be considered as approved until it is signed by the District Designee.

Name of Group _____ Date of Request _____

Authorized Agent of Group _____ Phone No. _____

Mailing Address _____ City, State _____ Zip _____

Type of Program _____ No. in program _____

Facilities Requested: **(HIGH SCHOOL NEW GYM IS NOT AVAILABLE)**

_____ H.S. Commons _____ J.H. Commons _____ H.S. Auditorium _____ Library _____ Cafeteria

_____ H.S. Old Gym _____ H.S. New Gym (limited Availability) _____ Elem Gym

_____ Grass Field Area _____ Air Conditioning Classrooms: _____

Date of Event: _____ Set-Up Date _____

Time of Event: _____ am/pm Set-Up Time _____ am/pm

Approximate Finish Time _____ am/pm Other Time Needs _____ am/pm

EQUIPMENT OR SPECIAL SERVICES REQUESTS: (PLEASE READ CAREFULLY)

Please indicate which of the following items are being requested, approximate number of each that you will need and where items need to be located (i.e. stage, commons area, classroom): Custodial fees will reflect set-up time with special equipment.

_____ P/A Training/Operators _____ Special Lighting _____

_____ P/A System _____ TV/VCR _____

_____ Microphones _____ # _____ Overhead Projector _____

_____ Podium _____ # _____ Portable Screen _____

_____ LCD Projector _____ # _____ Piano _____

_____ Chairs _____ # _____ Projector Screen _____

_____ Tables _____ # _____ Computer _____

Other _____

Need Access To:

_____ Additional Electrical Outlets # _____ Teachers Lounge

_____ Concession Stand

PLEASE NOTE: 24 hour notice is needed for any set up changes or additions and for cancellations.
(Local law enforcement will be requested to be present at all events.)

STAFF ASSISTANCE:

All staff assistance will be billed at the overtime rate for each employee.

_____ School Representative Required - Range of \$15.15 to \$18.84 per hour

_____ Food Services-Use of kitchen facilities only requires a cook to be on duty-Range of \$11.40 to \$14.18 per hour

_____ Custodial Services Required - Range of \$15.15 to \$18.84 per hour - set up time to completion time

_____ Custodial on-call fee \$20.00 per hour

BUILDING FEES: Fees apply to all groups on weekends and evening use of facility.

_____ H.S. Old Gym - \$50.00 per day

_____ H.S. Auditorium - \$50.00 per day

_____ H.S. Commons - \$25.00 per day

_____ J.H. Commons - \$25.00 per day

_____ Library - \$50.00

_____ Computer Lab \$2.00 per person/per day

_____ Grass Field - \$2.00 per hour

_____ Classrooms - \$10.00 per classroom per day

_____ Cafeteria - \$20.00 per day

_____ Cafeteria w/Kitchen - \$30.00 per day

_____ Consmr. & Family Studies Kitchen - \$20.00 per day

_____ Elementary Gym - \$25.00 per day

_____ Air Conditioning - \$100 first day/\$50.00 each add. day

_____ H.S. New Gym - \$50.00

If applicable, please provide a sketch or outline of tables, chairs, etc., setup:

CONSENT AND RELEASE

I/WE _____ agree that I/We are being permitted and granted the right by the HOLYOKE SCHOOL DISTRICT to use the requested school facilities for the purpose of _____.

In consideration of such use and permission, I/WE do hereby agree to assume all and full liability for any INJURY OR DAMAGE incurred by such usage and participation.

Date _____ Signature of Group Agent _____

Approved by: _____ Date: _____

Copy to:

_____ Using Organization

_____ Building Principal

_____ Activities Director

_____ Administration Office

_____ Building Custodians

_____ Maintenance

_____ Grounds

Holyoke School District Re-1J prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age and disability.