

Date Filed _____
 Date Revised _____

FACILITY RESERVATIONS FORM – KG-E

Route to:
 ___ Athletic Director
 ___ School Office
 ___ Custodians
 ___ Concessions Stand Coord.

ORGANIZATION: _____ FACILITY/BUILDING REQUESTED: _____

DATE OF USE: _____ DAY OF WEEK: _____ TIME: _____

NAME / ADDRESS AND PHONE OF PERSON RESPONSIBLE: _____
 Phone _____

Name _____ Address _____ Zip _____

FEE REQUIREMENT SCHEDULE

- All organizations, commercial and non-commercial, must pay \$30/hour during times when custodians are not normally on duty in addition to the fees listed below. A district cook is required to be in charge at the rate of \$15/hour when a kitchen is required.
- Exception to Fee Schedule: If any part of the net earnings of any sponsoring group financially benefits any private shareholder or individual, the rental fee shall be four (4) times the fee listed.
- An additional \$30/per hour will be charged if the area is not cleaned and put back in order.

<u>FACILITY</u>	<u>NON-COMMERCIAL</u>	<u>COMMERCIAL</u>
Athletic Field w/Lights _____	\$10/Hour _____	\$20/Hour _____
Auditorium _____	\$20/Night _____	\$30/Hour _____
Concessions Stand _____	No Charge _____	\$30/Hour _____
Fieldhouse _____	\$15/Night _____	\$30/Hour _____
General Classroom _____	No Charge _____	\$15/Room _____
Gymnasium _____	\$15/Night _____	\$30/Hour _____
Multipurpose _____	No Charge _____	\$10/Hour _____
Multipurpose w/Kitchen _____	\$15/Hour _____	\$20/Hour _____
Other _____	Cost _____	Cost _____

ADDITIONAL EQUIPMENT REQUEST – (May incur a fee):
 Public Address System _____; Chairs _____; Table(s) _____; Other _____

CONCESSIONS STAND INFORMATION

Concession Stand Equipment Available For Use: popcorn popper, refrigerator, hot dog machine, nacho machine, coffeepots, microwave, and Nesco roaster.

Supplies to bring: popcorn, popcorn bags, salt, butter, candy (the type that can be sold is limited to non-throwable objects, i.e. No MM's, Skittles, also no suckers), hot dogs, and buns, condiments (ketchup, mustard...), beverages & beverage containers, napkins, plates, and any other items you wish to sell.

Concession Stand clean up - Please follow the directions for cleaning machines that are posted on the wall next to the machines. Clean the following - popcorn machine and kettle, nacho machine, hot dog machine, coffee pots, microwave, refrigerator, sink (leave dirty towels in sink), sweep floor.

PLEASE SEND BILL TO: _____
 Name _____
 Address _____

TOTAL AMOUNT DUE: _____ Make Check Payable to Seymour Community School District

The organization and its supervisor shall be liable for any damages to school property. The School District reserves the right to require a certificate of insurance where this is deemed appropriate.

A Summary Of The School Board Policy Rules And Regulations Are Outlined On The Reverse Side.

POLICY RULES AND REGULATIONS

Each organization or individual contracting to use district facilities will be held responsible for proper care of equipment and buildings and for the proper conduct of spectators and/or participants. If necessary, safety officers must be secured by the sponsoring organization.

A custodian or authorized person must be present at all times while people are present in the building. This person shall be responsible for opening, closing, lighting, supervision, help setting up the requested equipment, and general care of the building.

The organization using the facilities will be responsible for property damage and claim as denoted in the attached signed agreement.

Use and/or possession, and/or sale of intoxicants and other drugs including smoking is prohibited at any time. Only tennis shoes will be allowed on gymnasium floors. No athletic equipment or towels are available for rent. Rental of gym includes the gym proper and not the public address system. The Board of Education employees will be responsible for setting up chairs or bleachers, operating folding partitions and basketball backstops, lights, heating, and ventilation. Rental of additional equipment must be arranged with the building principal or designee.

NON-COMMERCIAL ORGANIZATIONS

Local non-profit organizations, non-commercial in nature and closely related to the school, where free admissions or where only a nominal cost defraying expense is charged and the activity is open to the public shall be allowed use of the school facilities for reasonable purposes and charged a nominal fee as outlined on the building reservation application.

Examples: Public Forums, Commemoration Banquets and Fetes, Community or Church-sponsored recreation programs

PTA or PTO groups shall be exempt from rental fees and service charges. 4-H and other organized community youth groups whose members are district residents, and who are under the direction of a responsible adult shall be exempt from rental fees and service charges resulting from their use of the facilities or sites. In addition, community non-profit service organizations are exempt from rental fees

COMMERCIAL ORGANIZATIONS

Approved activities of local business and industry or local organizations and/or persons whose purpose is primarily for individual or financial gain, and/or where profit intended admission is charged will be assessed a fee commensurate with operational expenses as per schedule.

Example: Local businesses and industry meetings and conventions

ORGANIZATIONS NOT COVERED BY POLICIES

All activities and organizations not covered by these policies/rules shall have Board approval before permission is granted by the principals.