

Please Read Carefully**Signatures for approval**

A **custodian** must be hired to oversee building usage and to provide materials and supplies as needed. Arrangements and number of hours are to be made directly with the custodian. Custodian signature is required before final approval.

*If the cafeteria is to be used and food is to be prepared, a **food service** staff member must be hired to oversee kitchen equipment and usage. Arrangements and number of hours are to be made directly with the food service employee. Food service signature is required before final approval.

The sponsor/ officer must submit this form to the District Office to obtain the **Superintendent's** signature.

District Rules

Use of School Facilities: Use of school facilities must in no way interfere with school activities and shall be limited to the activity specified in the application.

Unforeseen/ Extenuating Circumstances: In the event of unforeseen weather conditions or extenuating circumstances that may cause the sponsor/officer to postpone or cancel the event, SCSD event staff and building principal are to be notified immediately.

Restriction to Area: Persons using the facilities pursuant to this application must confine themselves and all activities to the rooms and other facilities assigned for their use.

Safety: Open flames, including candle flames are not permitted in school buildings. The organization may not exceed maximum capacity of the building. Applicant and occupants must adhere to all general safety rules.

Adult supervision: Facilities may be used only when adult supervision provided by the applicant is present. If necessary, security must be hired at the expense of the leasing organization.

Gymnasium use: Athletic equipment will not be provided by the school. Damages in locker rooms, restrooms, public speaking systems, scoreboard peripherals and other gymnasium equipment will be assessed and invoiced in full to the leasing organization.

Food Service: Refreshments may be served only in approved areas. At least one food service staff member must be in the kitchen at all times when the kitchen is requested and approved. The food service employee is the only person who will operate the kitchen equipment, such as the dishwasher, etc.

Drugs, Alcohol, and Tobacco: Use or possession of controlled substances, alcohol, and smoking within the meaning of state and federal law is strictly prohibited on any school property. Smoking is not allowed in parking lots. All violations/ incidents under this section require the adult supervision to call for law enforcement investigation and conduct an investigation on behalf of the leasing organization and file it in the district office.

Facility Requested _____

Date of Application _____

Instructions: School facilities may be used by organizations upon approval of this application. The sponsor/officer is responsible for securing staff member approval and must submit this form to the district office for final approval of the Superintendent. Application will be denied for failure to complete this application in its entirety. Two separate checks for \$10 and \$250 must be included with your completed application

1. Activity/Club/Organization Name: _____

2. Sponsor/ Coach/ Officer: _____

Address: _____

Phone number _____ Email _____

3. Proposed dates of use _____

Time of use (From) _____ AM/PM (To) _____ AM/PM

4. Purpose: _____

5. Equipment requested: _____

(Sound System, extension cord, etc.)

Rental Rates: \$30/Hour \$250/ 12 Hours \$100/ Day (Baseball/ Football Field)

Pay in advance: \$10 Processing Fee (non-refundable) \$250 Damage Deposit (refunded if no damage)

Rental Amount \$ _____ \$10 Processing Fee \$250 Damage Deposit

Custodian and Food Service Fee : \$10/ Hour Event staff must be paid in cash immediately following event.

Fundraising Coordinator/Sponsor Signature _____

APPROVAL SECTION

Custodian Signature _____ Date _____

*Food Service Signature _____ Date _____

Building Principal Signature _____ Date _____

Superintendent Signature _____ Date _____