

Hainesport Township School District Use of Facilities Form

* Required

1. Name of Group Requesting Use of Facilities *

2. Name of Event/Activity *

3. Name of Event/Activity Point of Contact *

4. Email of Event/Activity Point of Contact *

5. Phone Number of Event/Activity Point of Contact *

6. Cost of Admission (if any) *

If event/activity is free, please enter "none"

Use of Facilities Schedule of Fees

Gymnasium	\$157.00 per day or an hourly fee of \$19.50*
Cafeteria	\$105.00 per day*
Classroom	\$26.00 per classroom per day*
Grounds	\$78.00 per day*
	*An additional \$60.00 per hour will be charged for Saturdays.
	**An additional \$70.00 per hour will be charged for Holidays and Sundays

7. Category of "Class" Regarding Schedule of Fees (as per Board Policy 7510) *

Rosters must be provided for non-school sponsored events/activities.

Check all that apply.

- Class A - Organizations whose purpose is to benefit their own organization or interests, whether a fee is charged or not.
- Class B - Non-profit, non-commercial organizations whose basic purpose is to benefit the residents or community, will be charged a rate of one-half of the fees established under Class A.
- Class C - Organizations whose sole purpose is to advance the interest of the school children of Hainesport Township, whether admission is charged or not, no charge will be levied for the use of the school facilities.

- Class D - District staff requesting the facilities or grounds to conduct programs that will promote the interests of pupils will be charged at a rate of one-half the fees established under Class A. Requesting staff member must demonstrate expertise in the program being offered.
- Class E - Hainesport residents who do not have a formal organization but wish to use the facilities as an informal community group, with 75% of the participants as Hainesport residents, there is no fee charged.

8. Total Charges for Use of Facilities *

9. Total Anticipated Attendance (Adults & Children) *

If requesting the Cafeteria, please note it has a maximum capacity of 207 people.

10. Location Requested *

*(If you have a specific layout request, please fill out the diagram at the end of this packet)
Check all that apply.*

- | | |
|--|---|
| <input type="checkbox"/> Library/Media Center | <input type="checkbox"/> Faculty Lounge |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Full Gymnasium | <input type="checkbox"/> Half Gymnasium |
| <input type="checkbox"/> Sports Field | |
| <input type="checkbox"/> For a classroom please list under "Other" | |
| <input type="checkbox"/> Other: _____ | |

11. Services Needed (pending availability) *

Check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone/Sound System |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Computer |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Band Riser | <input type="checkbox"/> none from this list |

12. Number of Tables Requested *

If tables are not requested please enter "0"

13. Number of Chairs Requested *

If chairs are not requested please enter "0"

14. Please explain any other services requested/needed *

If not applicable, please enter "none"

One-Time Event Submission Section

Please use one-time event submission section for event/activities such as a dance, assembly, etc.

15. Date of Event/Activity

(please skip if requesting re-occurring facilities use for this program)

Example: December 15, 2012 _____

16. Start Time of Event/Activity

(please skip if requesting re-occurring facilities use for this program)

Example: 8:30 AM _____

17. End Time of Event/Activity

(please skip if requesting re-occurring facilities use for this program)

Example: 8:30 AM _____

Re-Occurring Event Submission Section

Please use re-occurring event submission section for events/activities such as sports practices, club meetings, etc... Please denote ALL dates & times requested...

18. Please enter the specific month(s), day(s) of the week, start & end time(s)
please do not use entries such as "every Tuesday in October"

Insurance Information

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount of not less than \$1,000,000 per occurrence. All users must provide proof of liability insurance in the form of a certificate of liability with their application. Hainesport Township Board of Education must be named as additional insured on the policy. Failure by the Township to enforce the required certificate will not void user's obligation to provide the insurance as aforesaid. In addition, by making this application the user agrees, that should this application be granted, user will indemnify, hold harmless, and defend Hainesport Township Board of Education, against any and all demands, fees, costs and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law. All users agree to abide by the terms in the policy and regulation guidelines.

19. Do you fully understand and accept the insurance requirements as listed above? *
Check all that apply.

- Yes, I understand & accept the insurance requirements
- No, I do not understand & accept the insurance requirements

Respect of Board Property

In accordance with Regulation #7510 Use of School Facilities, the following are in effect:

- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
- b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- J. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of an loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

20. Do you fully understand the guidelines listed above? *

Check all that apply.

- Yes, I understand & accept the guidelines list above
- No, I do not understand & accept the guidelines list above

Signature

Date

Revised 5/2017