

Hainesport Township School District Use of Facilities Form

* Required

1. Name of Group Requesting Use of Facilities *

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2. Name of Event/Activity *

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3. Name of Event/Activity Point of Contact *

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4. Email of Event/Activity Point of Contact *

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

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6. Cost of Admission (if any) *

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

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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 *

Check all that apply.

- Library/Media Center
- Faculty Lounge
- Cafeteria
- Kitchen
- Full Gymnasium
- Half Gymnasium
- Sports Field
- For a classroom please list under "Other"
- Other: _____

11. Services Needed (pending availability) **Check all that apply.*

- Podium
- Microphone/Sound System
- DVD player
- Computer
- LCD Projector
- Piano
- Band Riser
- 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 that \$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

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