

## Hainesport Township School District Use of Facilities Form

**\* Required**

**1. Name of Group Requesting Use of Facilities \***

---

**2. Name of Event/Activity \***

---

**3. Point of Contact \***

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**4. Cost of Admission (if any). If event is free, please enter none \***

---

**Use of Facilities Schedule and Fees**

Gym - \$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 will be charged for Holidays and Sundays

**5. 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 applies.

\_\_\_ **Class A** - Organizations whose purpose is to benefit their own organizations or interest, whether a fee is charged or not.

\_\_\_ **Class B** – Non profit, non commercial organizations whose 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 a rate of one-half the fees established under Class A. Requesting staff members must demonstrate expertise in the program being offered.

\_\_\_ **Class E** – Hainesport residents who do not have a formal organization but wishes to use the facilities as an informal community group with 75 % of the participants as Hainesport residents, there is no fee charged.

**6. Total Charges for Use of Facilities \***

---

**7. Total Anticipated Attendees (Adults & Children) \***

As per the Hainesport Bureau of Fire Prevention, maximum permitted occupancy for the auditorium/cafeteria shall not exceed: standing (240), stage (15), chairs (171).

---

**8. Location Requested \***

(If you have a specific layout request, please fill out the diagram at the end of this package)

Check all that applies.

Library/Media Center

Faculty Lounge

Cafeteria

Kitchen

Full Gym

Half Gym

Field

Classroom # \_\_\_\_\_

Other \_\_\_\_\_

---

**9. Services Needed (pending availability) \***

Check all that applies.

Podium

Microphone/Sound system

DVD Player

Computer (only for in-house use only)

LCD Projector

Piano

Band Risers

None from this list

**10. Number of tables requested \*** \_\_\_\_\_

**Number of chairs requested \*** \_\_\_\_\_

**11. If other services are requested/needed please enter. (if none is required enter none) \***

---

**12. Date of Event/Activity Day, Month, Year\*** \_\_\_\_\_

**13. Start Time \*** \_\_\_\_\_

**End Time \*** \_\_\_\_\_

**14. Reoccurring Event Section**

Please enter the specific month(s), day(s) of the week, start and 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.

**15. Do you fully understand and accept the insurance requirements as listed above? \***

Yes, I understand and accept the guidelines listed above

No, I do not understand and accept the guidelines listed above

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **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, use equipment, decorations, or material to the school facility. No equipment, decorations, or material 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 premise 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 damages to or loss of material brought to the 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 a 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 gym must ensure that all participants wear rubber-sole footwear to prevent damage to the floor.

**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 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, etc. 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 any 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, administrative offices, storage closets, or any other room to which permission to use has not been granted. Users are not permitted to use district phones, 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.

**O.** For security reasons, exterior doors will be left locked. It will be the responsibility of the group using the facility to let their people in. At no time, will an exterior door be chocked in the open position for people to let them self in. If this is found, the group will forfeit the remainder of their scheduled time.

**16. Do you fully understand the guidelines listed above? \***

*Check below.*

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

---

Signature

---

Date