

TRIMBLE LOCAL SCHOOL DISTRICT USE OF SCHOOL FACILITIES

Rules and Regulations

1. No tobacco or alcohol products permitted in buildings OR on the grounds and no advertising of such products is permitted.
2. No narcotics/or controlled substances in buildings or on the grounds.
3. Special permission must be granted to move any furniture or equipment.
4. Organization's property is not to be stored in buildings or on grounds unless special permission is obtained from the building administrator.
5. Permission must be granted before selling, exhibiting, or displaying any material.
6. School furniture or other equipment is not provided without the building administrator's permission.
7. The school does not accept responsibility for any organization's property.
8. All electrical equipment shall be in charge and control of the board representative.
9. The adult sponsor will be present at all times and be the last to leave the premises.
10. The adult sponsor will insure that only members of the approved group are admitted and that they remain in the area of the activity during the entire activity.
11. Athletic activity taking place on the gym floor requires the use of gym shoes.
12. Activity must terminate and the building be cleared one-half hour prior to closing the building, and must terminate by 11:30 pm, except by special permission and a possible additional fee.
13. Building or facilities will not be used without a custodian or school representative on duty.
14. The Board or its representative is the sole judge as to the extent of any damage. Compensation for damages must be paid by the using organization.
15. Putting up decorations or scenery, or moving pianos or other furniture is prohibited unless special permission is granted.

_____ (Your group) agrees to indemnify and HOLD HARMLESS the Trimble Local Board of Education and their agents and employees from all liability, claims, damages, or costs, for or arising out of _____ (list the activity), whether it be caused by the negligence of the indemnitor or the Trimble Local Board of Education or either party's agents or employees, or otherwise.

I _____ (signature) on _____ (date) hereby agree to accept the responsibility for the group/organization I represent. That it will abide by the above rules and regulations with the knowledge that any violation of these rules and regulations may result in a fee being assessed for damages and/or denial of the use of the school's building(s) and/or grounds.

(Revised 9/10/10)

USE OF SCHOOL FACILITIES

General Rules and Procedure

ARRANGEMENTS for Use of Facility:

All requests for the use of building and/or grounds are to be made through the building/area administrator. However, all requests must be approved by the superintendent. Completed applications should be filed with the building/area administrator as far in advance as possible. The administrator will then forward the request to the district office for approval. Once approved, the administrator will contact the person making the request to complete the process.

CERTIFICATE OF INSURANCE COVERAGE:

All organizations must present a certificate of insurance and include the Trimble Local Schools as an additional insured.

PRIORITY of Usage:

1. School related activities, students, Board of Education, and staff.
2. Organizations directly related to school groups (PTO, Academic/Athletic/ Band Boosters)
3. Scouting Organizations, Trimble Township Youth League, Little League, etc.
4. Other organizations seated in the Trimble Local School District, organized, administered, and controlled by residents, with duly elected officers and a set of laws or rules governing their activities.
5. Other community groups, informally organized but whose members/participants are citizens of the District (i.e.: Adult Basketball League, exercise classes, etc.); and
6. Use by out-of-district groups/organizations but only with formal approval by the Board of Education.

FEE SCHEDULE

Fees to be paid in advance and made payable to: Trimble Local School District

SCHEDULE A

School related groups (i.e.: Alumni organizations, no-fee school sponsored adult education), student activities, Board of Education and staff, PTO, Academic/Athletic/Band Boosters, Scouting organizations, Firemen, Bidy League sports teams, student summer league baseball/softball, or any other school related groups.

NOTE: Special fund-raising events may require a fee being assessed.

SCHEDULE B

All other non-school related organizations (i.e.: Adult sports teams, political organizations, etc.)

NOTE: A **SECURITY DEPOSIT** of **\$200.00** will be assessed prior to use, and refunded after facility has been inspected for any damages.

	<u>SCHEDULE A</u>	<u>SCHEDULE B</u>
High School Gymnasium/Auditorium	No Charge	Not Applicable
High School Cafeteria Kitchen/Dining Room	No Charge	\$10.00 per hour
Dining Room-Meetings only	No Charge	\$5.00 per hour
Dining Room-Meals served	No Charge	\$8.00 per hour
Elementary/Middle School Gymnasium	No Charge	\$10.00 per hour
Varsity Football Field-nights	No Charge	\$30.00 per hour
Varsity Football Field-days	No Charge	\$10.00 per hour
Industrial Arts/Shop	SPECIAL ARRANGEMENT +	\$10.00 per hour
Softball/Baseball fields or other school grounds (\$50.00 deposit required-returned if no damage and facilities are cleaned)	No Charge	No Charge

***All fees above in addition to any school personnel charges.

**TRIMBLE LOCAL SCHOOL DISTRICT
USE OF FACILITIES**

*Name of Organization: _____ Telephone #: _____

*Contact Person of Organization: _____ Telephone #: _____

*Name of Representative: _____ Telephone #: _____

*Address of Representative: _____

*Signature of Representative: _____

**Drivers License Number of Any Vehicle Operators: _____

*Required Information.

**Required if any vehicle public or private will be used.

FACILITY NEEDED

_____ Elementary/Middle School Building _____ High School Building

_____ Football Field/Stadium _____ Other: _____

Specific ROOM or AREA requested:

Activity to be conducted:

Equipment requested, if any:

Date(s) your group wishes to use the above area/building/room/grounds:

Time(s) to be used:

(This section to be completed by SCHOOL ADMINISTRATOR)

SCHOOL EMPLOYEES NEEDED:

_____ Custodian(s) @ \$ 26 per hour for _____ hours = \$ _____
_____ Cook(s) @ \$ 26 per hour for _____ hours = \$ _____
_____ Other (Specify) @ \$ _____ per hour for _____ hours = \$ _____

Above Fees Are Per Employee Working Subtotal \$ _____

FEE FOR USAGE:

Schedule A= NO CHARGE
Schedule B.....\$ _____ per hour for _____ hours = \$ _____
Special Arrangement Fees (specify) _____ = \$ _____
Subtotal \$ _____
Total \$ _____

APPROVED: _____ DATE: _____
(School Principal)

APPROVED: _____ DATE: _____
(School Superintendent)

Submit one copy to **BUILDING PRINCIPAL or AREA SUPERVISOR.**

Building principal/area supervisor will sign and forward to the district office for superintendent approval and signature.

Principal/area supervisor will distribute to custodians, treasurer, and organization requesting use after approval by superintendent is received.

***NOTE: See attached Board of Education rules and regulations. Signature of organization's representative indicates these rules and regulations will be followed.