KENT CITY COMMUNITY SCHOOLS
APPLICATION FORM FOR USE OF SCHOOL FACILITIES

REQUIRED THAT FORMS BE SUBMITTED ONE WEEK IN ADVANCED.

Office Use Only:

Date Rec. _____
By _____

FACILITY TO BE USED: Please Circle:

HS MS Elementary Administration Bldg. Fields Pool

Room(s):_____, _____, _____, _____, _____

Day(s) and Date(s)_____

Time Doors Need to be Unlocked(beginning time): _____Time Doors Need to be Locked(end time):_____
There is a $10 deposit for entry to non-programmable doors that require a key card.

Starting Time of Activity: _____ End Time of Activity: _____ PLEASE NOTE: The Adult(s) in charge of the function is/are responsible to make sure all attendees of the activity have left and the facility doors are locked before leaving the event.

Purpose of Use: _____

Name of Group Using Facilities_____
Is your group? School Sponsored Groups* School Related* Private Non-Profit* *(Must have supervisor's approval)*

Adult(s) in Charge of Function:_____Phone_____

What times will an auditorium technician be needed: Starting Time: _____ Ending Time: _____.

MUST BE FILLED OUT – BE SPECIFIC OF YOUR NEEDS: (PERSONNEL AND/OR EQUIPMENT)

___Custodian	___Tables (How many?)____	___DVP Projector, Data Video	___Bleachers
___Auditorium Tech.	___Chairs (How many?)____	___Microphones -Cord or Wireless	___Risers_____
___Auditorium Lights	___Flag	___Laptop	…..People Count
___Restrooms	___Podium	___Sound (speakers)	
___Kitchen	___Screens	___White Board	

Other Needs: _____

_____

As a representative of the applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the regulations as stated on the reverse side of this application. ***See reverse side for fee schedule.**

Date:_____ Applicant's Signature_____

Applicant's Address:_____Applicant's email:_____

FOR OFFICE USE

Facility is available on above date(s):Request is: __Approved, __Not approved Approved By: _____
The following entrances will be unlocked for events: Elementary – Main North Entrance. Middle School – Main North Entrance.
High School – Main East (pool) Entrance and Main West (gymnasium) Entrance, Main Office Entrance.

Comments:_____

Deposit Fee: $__50.00___ (To be reimbursed after inspection of no damage occurrence)
Rental Fee: $_____per hr. X_____Hrs. = $_____
Custodial Fee: $_____per hr. X_____Hrs. = $_____
Auditorium Technician $ _____per hr_X_____Hrs. = $_____

Total Cost of Rental: $_____
Down Payment Required (50% + Deposit Fee of $50.00) $_____
Balance Due $_____

REGULATIONS IN REGARD TO USE OF SCHOOL FACILITIES

1. No function shall be carried on in the building without **adequate adult supervision and an adult in charge** who is responsible for all actions of the participants and condition of the building.
2. Only prior scheduled facilities and equipment are to be used and other areas shall not be used.
3. All facilities and equipment **must** be left in as good a condition as found. ***(A $50.00 deposit fee may need to be paid prior to use.)***
4. The school offices will be locked and available only through school personnel.
5. All functions shall terminate no later than 11:00 PM, unless special arrangements have been made.
6. This is a Smoke Free campus.
7. Food, milk, ice cream, etc., are not to be taken to or eaten *in gym, auditorium* nor any other locations in the building from the designated eating area.
8. Food, milk, ice cream, etc., found at the school are part of the school program and are not to be used unless special arrangements have been made.
9. Arrangements for all advance preparations, such as use of kitchen, decorating, table setting, practice, program set-ups, etc., must be made with the office of the facility being used prior to the scheduled activity.
10. *Use of kitchen: Group renting facilities MUST employ, at their expense, a staff member assigned to the cafeteria to work for them during rental times.*
11. Use of the gym:
    A. Regular shoes are not to be worn on the floor, unless it has been prepared for the activity.
    B. Bleachers shall be opened and closed only under the direct supervision of a custodian and/or staff member.
    C. Normally gym equipment will not be loaned to non-school organizations.
    D. Shower and locker rooms are for your convenience only and facilities and equipment shall in no way be misused.
12. Special permission must be obtained for installing scenery, moving furniture, etc. School pianos are not to be moved without prior approval.
13. Payment of fees must be paid to the office of the facility being used. *(Deposit fees and down payments must be paid prior to use and balance within 5 days of activities.)*

FAILURE TO COMPLY WITH THE ABOVE REGULATIONS MAY BE CAUSE FOR DENIAL OF FACILITY USE OR EARLY CONCLUSION OF AN ACTIVITY AND/OR ADDITIONAL CHARGES. IT IS SUGGESTED THAT A MEMBER OF THE SPONSORING ORGANIZATION VISIT THE SCHOOL PRIOR TO THE SCHEDULED ACTIVITY AND FINALIZE ALL PLANS.

Person signing this request agrees to be responsible to the Board of Education for the use and care of school property and will be responsible for complete supervision of all parties participating in the activity. It is further agreed that the character of the entertainment/meeting will conform with the rules governing the use of facilities of the Kent City Community Schools

FEE SCHEDULE

For All school related and local community groups:

If using facilities during regular custodial scheduled work hours:
Will not be charged any fee – IF they use the facilities during the time custodians are scheduled to work.

If using facilities on Saturday or during times custodians are not schedule to work:
Local Groups *will be* charged custodial wages depending on the amount of time/number of days/number of rooms requested. Each situation (request) will be evaluated individually.

For All groups out-side the community:
Will be charged the $50.00 deposit – any time they use the facilities.
Will be charged a rental fee – IF they use facilities during the time custodians are scheduled to work**.**
Will be charged a rental fee PLUS custodian wages **– IF** they use facilities during the time custodians are not schedule to work.

Rental Charges:

Classrooms	$15.00 per hour
Gymnasiums	$40.00 per hour for 1st hour - $20.00 for each following hour.
Cafeteria Dining Rooms	$40.00 per hour
Cafeteria and Kitchens	$50.00 per hour – Plus wages of kitchen personnel
Auditoriums	$75.00 per hour – Plus $25.00 per hour for sound and lighting personnel
Library HS/MS	$25.00 per hour

Above does not include custodian wages, which is $25.00 per hour while group is in session **PLUS** clean-up time after activity is finished.

When using HS Auditorium or MS Cafeteria, School personnel only will be allowed to work sound/lights/etc. at a cost of $25.00 per hour to group using facilities.

Pool Rental - Call High School Office – 678-4210
$80.00 per hour for less than 35 people or $160.00 per hour for more than 35 people.

REVISED 8/2017