REQUEST FOR USE OF SCHOOL FACILITIES
(Must be submitted at least two weeks before event)

TO:Principal _____ School: _____

We seek permission to use the following school facilities:

School Building: _____ Room(s): _____

Submit a separate request for each event date.

Day	Date	Hours From	To
_____	_____	_____	_____
_____	_____	_____	_____

1. Purpose of function (Brief):

_____

2. Proposed admission/fees charge: $_____. Describe any Items to be sold: _____

_____

3. Purpose of money received.

_____

4. Type of materials to be distributed?

_____

_____

Name of Adult in Charge: _____Do you have a key to building/area _____

Phone #:_____

We wish entrance to the building at: _____(time) Doors Open: _____

We will vacate the building by: _____(time) Event Time: _____

We expect an attendance of approximately _____ persons. End Time: _____

We request use of the following; any applicable charges will be communicated by the District:

_____ Speaker's stand

_____ Gymnasium showers

_____ Ticket Table & Chairs (number needed)

_____ Folding chairs (number needed)

_____ Piano (on stage) (on floor)

_____ Large Folding Tables (number needed)

Additional requests or set–up :

_____

_____

District-sponsored student groups have priority over non-student groups. This request is subject to cancellation if the facility is needed for a District activity.

For non-student groups, applicable rental fees and required documents must be received before use is considered. Later charges, such as custodial fees, will be billed by the District.

Group/Individual Making Request

_____

Street Address of Group: _____

City: _____ State: _____ Zip: _____

Phone: _____

Person arranging use: _____ Phone: _____

Adult in Charge address, if different: _____

"I have received, read, and understand the attached Terms of Use and agree on behalf of the applicant to follow them, Policy 3304, and any approved conditions. I am authorized to sign for the applicant, and the adult in charge will supervise the activity."

By: _____ Date: _____
Signature

* *

THIS SPACE FOR DISTRICT USE

This request has been approved and granted.

RENTAL: $_____ OTHER FEES: $_____

_____ _____
District Official's Signature Date

* * * * * * * * * * *

This request cannot be granted for the following reason(s):

_____ _____
District Official's Signature Date

Alma High School Auditorium Use Application

This form must be submitted with the building use request when the auditorium is requested.

Please check below the amenities you would like to access:

___Stage (beyond the apron/front curtain)
___Wireless handheld microphone(s) ___ (number)
___Corded handheld microphone(s) with stand(s) ___ (number)
___Lapel or headset microphone(s) ___ (number)
___Floor microphone(s) ___ (number)
___Wireless receivers for hearing impaired ___ (number)
___Specialized lighting (more than the pre-set schemes which can be run from backstage)
___Lighting gels
___Projector and screen
- ___Connect to our own device
  - ___We will provide our own cables
  - ___We will need cables provided
- ___Connect to a school-provided device
  - ___laptop/chrome book
  - ___DVD player

___Dressing rooms
___Seats removed in front row for wheelchair access

Name of authorized person who will run AV? _____

➢ If the applicant does not provide an authorized AV operator, District technical support will be arranged. For non-student applicants, a fee of $30/hour will apply for rehearsal time and pre/post show responsibilities as well.

Date and time of rehearsal: _____

Date and time of staffing for the event: _____

Auditorium Use Rules:

1. Doors are not to remain unlocked unless a responsible adult is present.
2. Do not use any props, set pieces, costumes, makeup, etc. belonging to AHS drama without express permission from the Drama teacher.
3. Do not paint on the stage without drop cloths, and then only on the darker wood section. Scrub paint drips with a damp paper towel.
4. Remove all tape from the stage floor after the last performance.
5. Turn off all lights (dressing rooms, green room, catwalk, stage, and house lights) and AV equipment when leaving the premises.
6. Lock all AV equipment cabinets.
7. Check all entrances to the auditorium to be sure all doors are locked and latched (pull on handles: some doors close but don't latch.)
8. Return AV and auditorium keys during the next business day unless other arrangements have been made.
9. Report any maintenance issues so they can be addressed before the next use of the space.

SCHEDULE OF FACILITY FEES

District-sponsored student and district-sponsored support groups may use available District facilities without charge. The Superintendent or designee determines the fee, if any, for non-student groups. When a rental fee applies, the hourly rates are:

Facility or Area	Hourly Rental Fee
Classrooms (High School)	$20
Classrooms (Middle School)	$20
Library (Designated Sites)	$30
Kitchen (Designated Site)	$30
Gym (High School)	$50
Gym (Middle School)	$50
Gym (Elementary)	$50
Auditorium (High School)	$50
Cafeteria (High School)	$40
Cafeteria (Middle School)	$40
Stage (High School)	$50
Pool (High School)	$115

Gym use requires soft-soled shoes. No items may be stored on District property.

STAFFING CHARGES FOR NON-STUDENT GROUP USE ($45/HOUR)

Custodial staff: During regular duty hours, custodians provide normal opening, heat, lighting, and access. Extra services that take them away from regular duties, including special setup or moving school equipment and furniture, may require overtime. If use is outside normal custodial hours, the required custodial time for access, the event, and cleanup is charged.

Food service staff. Kitchen use requires District approval. The applicant is charged for any District food service staff time required for the event, including preparation, service, supervision, and cleanup.

Cost and billing. Charges are based on required staff hours at the applicable current contractual overtime rate, plus employer FICA, retirement, and workers' compensation costs. The District will communicate estimated staffing charges upon request and will bill actual charges after use. Pay the District; do not pay employees directly.

TERMS OF USE

Acknowledgment. These terms are part of the Request for Use of School Facilities. By signing page two of the request form, the applicant confirms receipt, understanding, and agreement to these terms and any written conditions of approval. Board Policy 3304 governs facility use. If any part of this packet conflicts with Policy 3304, the policy controls.

Approved use. Use is limited to the approved building, area, date, and hours, including setup and cleanup. District-sponsored student groups have priority. The building principal schedules student-group use; the Superintendent or designee authorizes or limits non-student use. The District may change or cancel access when needed for school activities or operations. Permission is not transferable.

Supervision and care. The adult named on the request must supervise the entire activity. The user will maintain order and safety, follow applicable law, Board policies, written District rules and site restrictions, protect property, and restore the facility to its prior condition. Report injury or damage promptly. For non-student use, the District may seek reimbursement for opening, setup, staffing, cleaning, and repair or replacement costs resulting from the use.

Charges, payment, and activities. District-sponsored student and support groups use available facilities without charge. For non-student requests, the applicable rental fee and required documents must be received before use is considered. The non-student applicant is responsible for approved facility and staffing charges and additional costs arising from its use. The District will invoice that applicant for actual staff time and other post-event charges after use; payment is due by the date on the invoice. No admission or parking charge is allowed without advance written approval from the Superintendent or designee. On page 1, describe any items you plan to sell, the amount of any admission or other fee, and how money received will be used. Fundraising by a booster club or other organization solely to support a student or support group, without personal profit, is not considered commercial use under Policy 3304. The District may deny a non-student group’s request for commercial use.

Insurance. When required by the Superintendent or designee, a non-student group must provide, before use, a certificate showing commercial general liability coverage in force for the approved dates and times. The policy must name Alma Public Schools as an additional insured, and the user must provide evidence of that status upon request. Unless different limits are approved in writing, the minimum is $1,000,000 per occurrence and $1,000,000 aggregate. The Superintendent or designee may waive the insurance requirement in writing for a low-risk, short-term event.

Responsibility for claims. Any individual or group requesting use other than a District-sponsored student group assumes the risks of its use of District property and, to the fullest extent permitted by law, agrees to defend, indemnify, and hold harmless Alma Public Schools, its Board, employees, and representatives against any and all claims, actions, suits, judgments, losses, liabilities, damages, costs, and expenses, including reasonable attorney fees, arising out of or in connection with the user's use of District facilities or the activities, acts, or omissions of the user and its agents, members, partners, associates, employees, contractors, participants, or invitees. This includes claims involving death, bodily or personal injury, product liability, or damage to property.

Special arrangements. Use of the auditorium, AV equipment, kitchen, or other District property requires specific approval and may require District staff. Follow the separate Auditorium Use Application and Rules when applicable. Unusual or long-term use may require a separate agreement. A proposed lease is governed by Board Policy 3305.