

**NEW RIEGEL LOCAL SCHOOL**

Seneca County

Date Submitted \_\_\_\_\_

**APPLICATION FOR THE USE OF NEW RIEGEL LOCAL SCHOOL DISTRICT FACILITIES**

This application is designed to encourage the community use of school facilities. It is designed to provide better scheduling of events, proper services for the applicant, and to provide better business operations of the investment of the school district patrons in their schools.

**School sponsored events are not permitted to occur on any Wednesday after 6:00 P.M. or anytime on Sunday.** A written request to waive this requirement must be submitted to the building principal.

List Date(s) \_\_\_\_\_ Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.  
 \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_ Group Category 1-5 (see page 3) \_\_\_\_\_  
 \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Hours of Building Use: \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ A.M./P.M. to \_\_\_\_\_ A.M./P.M.  
 \_\_\_\_\_ School Employee in Attendance \_\_\_\_\_

**Note: Board Policy stipulates that a school employee must be present.**

**FACILITIES**

**REQUIRED:**

Classroom # \_\_\_\_\_ Auditoria \_\_\_\_\_ Choir Room \_\_\_\_\_ Main Gym \_\_\_\_\_  
 Library-Media Center \_\_\_\_\_ Jr. High Gym \_\_\_\_\_ Kitchen \_\_\_\_\_ Band Room \_\_\_\_\_ Gym Lobby \_\_\_\_\_  
 Distance Learning Lab \_\_\_\_\_

**EQUIPMENT**

**REQUIRED:**

Chairs (number) \_\_\_\_\_ Tables \_\_\_\_\_ **Technology** TV \_\_\_\_\_ VCR or DVD \_\_\_\_\_  
 Desks \_\_\_\_\_ Other \_\_\_\_\_ Projector \_\_\_\_\_ PA System \_\_\_\_\_

**OTHER REQUIREMENTS:**

Meal Preparation (please check here and also contact cafeteria directly) \_\_\_\_\_  
 Other (explanation) \_\_\_\_\_

Charges payable to the "New Riegel Local School":  
(consult Facilities Use Fee Schedule – page 3)

\$ \_\_\_\_\_ Facilities  
\$ \_\_\_\_\_ Personnel

**All money-making activities must be presented with this form to the principal and are subject to the approval of the board of education and to board policy.**

\_\_\_\_\_ (sponsoring group/organization) agrees to indemnify AND HOLD HARMLESS New Riegel Board of Education and their agents and employees from all liabilities, claims, demands, damages, or costs, for, or arising out of accident of personal injury whether it be caused by the negligence of indemnitor or New Riegel of Education or either party's agents or employees, or otherwise.

I have read the Board of Education rules and regulations for the use of school facilities and our organization will abide by them and assume responsibility for supervision and the clean up of the facilities used. I understand that additional custodial charges may be applied if doors are left open, restrooms are left in disarray, or if lights are left on.

Signed: \_\_\_\_\_  
(Group/Organization Supervisor)

**OFFICE USE**

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Disapproved Reason \_\_\_\_\_  
 Secretary \_\_\_\_\_ Date \_\_\_\_\_  
 Building Administrator \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## New Riegel Local Schools Use of District Facilities

### Rules and Regulations (7510A)

- Groups or persons will not be granted permits when the request is for activities that are in conflict or competition with District programs or not authorized by Board policy.
- Buildings will normally be open 1 HOUR prior to the activity and for 30 MINUTES after its scheduled end, unless other arrangements are requested on the application and approved.
- Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- Each applicant shall submit, prior to approval, proof of liability insurance covering facility use in the amount designated by the Treasurer, along with Hold Harmless Waivers as needed.
- Completed applications for facility use, when charges are involved, must be accompanied by a deposit in the amount of \$100. or an amount equal to 50 percent of the estimated fee, whichever is greater.
- A school custodian shall be on duty AT ALL TIMES whenever a facility is being used BY A NON-SCHOOL AFFILIATED GROUP except as exempted by the DISTRICT. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be INCLUDED IN COSTS. Food-service personnel shall be required, in addition, when kitchen facilities are requested.
- The District reserves the right to request payment of estimated fees in advance.
- District-owned equipment IS NOT included in the costs and shall be charged based on request and type of equipment.
- The Building Administrator shall clear each application with respect to date, time and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board Policy.
- After provisional approval, the Building Administrator will send the request to the Superintendent. If the application is not approved, all deposits included with the application will be returned with the application.
- The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the District with or without due notice. All approvals are to be granted with this understanding. The FULL deposit is refundable when 48 (forty-eight) hour notice is given to cancel the requested use. Otherwise, those requesting the use will be responsible for payment for all costs incurred, including the cost per hour charged for the use of the facility.
- In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- Users must take ALL NECESSARY steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- Use of tobacco is prohibited. All users are responsible for complying with this regulation.
- Alcoholic beverages and controlled substances will not be permitted on District property at any time.
- Decorations must be fire proof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the Building Administrator. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- The user shall be fully responsible for all loss or damage to District property, including property of students and employees.
- The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the Building Administrator.
- Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group. Arrangements must be made with the Building Administrator for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the using group.
- No unauthorized methods of obtaining funds, including any form of gambling, is permitted in District buildings or on District grounds.
- The District will not be responsible for any loss of valuables or personal property.
- Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- Non-marking gym shoes must be worn when using gymnasium floor.
- Playground facilities may not be used.
- Skateboards and other like equipment which constitutes a safety hazard to students shall not be allowed on District premises at any time.
- Responsibility of enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing subsequent requests for the use of District facilities.

### Supervision of Rented Facilities (7510C)

- Each group requesting the use of District facilities must use the services of a District custodian, when applicable and must pay for such services.
- Each group requesting the use of District facilities must indicate an individual, satisfactory to the administrator in charge of the building, who will serve in a supervisory capacity during the use of District facilities.
- Supervisors are responsible for the enforcement of all rules and procedures regarding the use of District Facilities.
- The custodian on duty is directed not to open the facility until the supervisor for the sponsoring group is on duty.

## New Riegel Local Schools Use of District Facilities

### Fee Arrangements and Priorities (7510B)

- Category 1: Student Groups
  - Student groups are defined as extra-curricular programs or activities and programs or activities of student-initiated, nonschool-sponsored clubs and organizations.
- Category 2: Community Groups Affiliated with the Schools
  - Community groups affiliated with the schools include local organizations who have a direct connection to and/or directly support the District, such as PTA/PTOs, Booster Clubs, and the like. This groups will, upon request, provide financial documentation to the District Treasurer. They will be granted second priority to available space and facilities.
- Category 3: Community Nonprofit Groups
  - Community nonprofit groups are defined as governmental agencies and groups primarily comprised of District residents which provide civic, educational, recreational, or cultural activities and are staffed by volunteers. Such community nonprofit groups will be issued permits for space and facilities on a third priority basis.
- Category 4: Non-Community, Nonprofit Groups
  - Private, nonprofit groups, defined as those primarily comprised of District residents who are requesting solitary, occasional of regularly scheduled use for an activity with educational, cultural, religious, or charitable goals, will be assigned fourth priority of available space. Where extraordinary requirements or services are required, permits will not be granted to Category 4 users. Permits for designated facilities, such as varsity fields, music rooms, and computer rooms, will not be granted to Category 4 users.
- Category 5: Commercial Users
  - Commercial users, defined as private, for-profit businesses, vendors, or entrepreneurs are strongly discouraged from application for public facility usage. When approval is granted, level five priority will be assigned.

Note: The Board and superintendent recognize prior relationships which have provided the students of the district with unique opportunities. Out of appreciation for these prior relationships, the superintendent will negotiate fees for the use of facilities on an individual basis in these circumstances.

Facilities Use Fee Schedule

	Jr. High Gym per 4 hours	Auditeria per hour	Classroom per 2 hours	Main Gym per 8 hours	Distant Learning Lab per 2 hours
Category 3	\$25.00	\$25.00	\$5.00	*	\$25.00
Category 4	\$100.00	\$35.00	\$15.00	*	\$45.00
Category 5	\$250.00	\$150.00	\$50.00	\$1000.00**	\$250.00

\* Reviewed on a case by case basis.

\*\* 8 hour maximum, \$50.00 per hour additional thereafter, PLUS 10% of revenues, if any.

All fees are payable according to the guidelines to "New Riegel Local School."  
Any custodial charges for groups using the facility not listed above will pay the actual costs.  
Banquet services will require cafeteria labor charges.