

## SOUTH RANGE LOCAL SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL FACILITIES

The facilities of the South Range Local School District were constructed, and are maintained and operated with taxpayers' funds, to be used for the purpose of educating the youth of the community. All school activities have first priority in the use of the school facilities. Any other use of school facilities is not to interfere with regular school or extra-curricular activity programs.

The facilities of the South Range Local School District may be used by responsible organizations or groups of individuals from within the school district and, under certain conditions, by organizations outside the school district. The cost of using these facilities shall not become a burden of local taxpayers. Rental rates are hereby established for the purpose of covering costs resulting from the rental of the South Range Local School District facilities. These costs cover such expenses as lighting, heating, cleaning and regular maintenance upkeep.

1. Rental of facilities, for meeting purposes, will be granted to school groups such as PTO, booster clubs, alumni associations, firemen, and police associations as well as nonprofit community groups such as Boy Scouts, Girl Scouts, Ruritan Groups, youth recreational teams, and churches. There will be no charge if held during regular custodial hours and if extra custodians are not needed.

**Custodial hourly wages will be paid for time necessary to call out custodians for extra work resulting from rental. Hourly rates include retirement pay and Worker's Compensation.**

2. Rental of facilities to profit making groups, commercial establishments, organizations for the purpose of conducting meetings or events for the benefit of a closed group, and organizations outside the South Range Local School District will be at the following rate: \_\_\_\_\_ per hour.

Today's date: \_\_\_\_\_ Group/Organization Represented: \_\_\_\_\_

Proposed Event/ Activity \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ Facility requested: \_\_\_\_\_

Rooms requested: \_\_\_\_\_ Time of day: From: \_\_\_\_\_ To: \_\_\_\_\_

Adult in charge: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

agrees to compensate and hold **HARMLESS the South Range Board of Education** and their agents and employees from all liability, claims, demands, damages, or costs, for, or arising from the use of the facilities whether it be caused by the negligence of the user(s) or South Range Board of Education or either party's agents or employees, or otherwise. The rooms/areas used are to be left in the same condition as they were found.

**See reserve side for rules and regulations.**

Number of participants: \_\_\_\_\_

\_\_\_\_\_  
Signature of Adult in Charge

**School doors will be opened only when both the assigned custodian and the adult in charge are present.**

**To be filled in by authorizing official:**

Total Charge: \_\_\_\_\_ **(Make checks payable to South Range Board of Education.)**

\_\_\_\_\_  
**Mr. M. Sobota--Facilities Coordinator**

\_\_\_\_\_  
**Mrs. Bethany A. Carlson--Superintendent**

Fee charged: Yes \_\_\_\_\_ No \_\_\_\_\_

Custodian on duty: Yes \_\_\_\_\_ No \_\_\_\_\_

Cook on duty: Yes \_\_\_\_\_ No \_\_\_\_\_

Security needed Yes \_\_\_\_\_ No \_\_\_\_\_

Security notified Yes \_\_\_\_\_ No \_\_\_\_\_

1. Activities which are prohibited.
  - a. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.
  - b. Advocating governmental change by violence.
  - c. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the building, grounds or equipment.
  - d. Any purpose in conflict with school activities.
  - e. Activities that are discriminatory in the legal sense.
2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
3. School facilities shall not be used for parties or celebrations that are essentially private in nature – this exclusion includes birthdays, anniversaries, and other similar parties.
4. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
5. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
6. Regular school activities will have priority for all space.
7. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. All areas are to be left in the same condition as they were found.
8. A permit is not transferable.
9. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. School pianos are not to be moved.
10. Use of school space does not include use of school equipment unless specifically permitted.
11. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a “save harmless” clause protecting the board.
12. Smoking is prohibited.
13. No alcoholic beverages will be permitted at any time. Any violation of this rule will prohibit future use.
14. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may accrue. The applicants will hold the board harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the board against any and all suits for injury or loss sustained by attendance at the function. All areas are to be left in the same condition as they were found.