

Effective Date: July 1, 2010

Administrative procedures for completing facility use request forms.

1. Facility Use Request form must be completed and signed by the principal and the Facilities Director. Ten days before date of event.
2. The request for use of a facility by a community organization, private, or government group must be completed and signed by the principal, and Facilities Director. The Facilities Request will need the superintendent and Board approval.
3. Hold Harmless Agreement must be signed and attached to the Facility Use Request form.
4. Liability coverage must be checked yes or no and will only be waived by the superintendent.
5. Access to non-school school employees will be granted at the discretion of the Superintendent and/or the Director of Facilities and Maintenance.
6. Custodial charges are multiplied by the hour for the duration of the event unless waived by the superintendent. Food events should have sufficient time added to custodial charges for mopping of cafeterias and cleaning of tables. This must be completed the day of the event.
7. Facility Use fees: \$300.00 per event
8. It is recommended that during the months of June, July, and August events are not to be scheduled during the hours between 12:00 pm and 6:00 pm.
9. Facility charges must be paid five days prior to the event.
10. 0. All non-school events must be submitted to the superintendent s office ten days prior to the next board meeting.
11. 1. Additional guidelines for facility use can be found in Board Policy: KG.

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