

PATRICK HENRY SCHOOL DISTRICT  
**BUILDING USE FORM**

All groups wishing to use the facilities of the Patrick Henry Schools must accept the following responsibilities:

1. Appoint a responsible person to make the building request and purchase the key card (if needed). Be sure all lights are turned off before leaving the building and all exit doors are locked.
2. Allow only people in your group to be in the building. For security reasons, DO NOT block doors open.
3. Accept financial responsibility for any damage to facilities. Restore the room or area of use to same condition as before use.
4. Use/Possession of alcohol/drugs will not be permitted on school premises, and smoking will not be permitted on school property.
5. Building use will be granted between the hours of 6:00 a.m. and 9:30 p.m. Key cards will not open doors after 8:30 p.m.
6. On Wednesday evenings students in grades K-8 must be out of the buildings by 5:00 p.m. and high students by 6:30 p.m.
7. The district reserves the right to have the buildings be unavailable due to rescheduled activities and on calamity days.
8. Please see the reverse side of this form for additional information.

**CONTRACT FOR USE OF SCHOOL FACILITIES**

Building to be used \_\_\_\_\_ Room(s) to be used \_\_\_\_\_

Start day & date of activity \_\_\_\_\_ End day & date of activity \_\_\_\_\_

Time of use: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Purpose of activity \_\_\_\_\_

ADMISSION BEING CHARGED? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Amount: \$ \_\_\_\_\_

NAME OF ORGANIZATION REQUESTING \_\_\_\_\_

APPLICANT RESPONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

**WAIVER AND INDEMNITY AGREEMENT:** I hereby acknowledge personally as well as on behalf of my organization or group that our organization or group shall be solely responsible for and herein assumes and agrees to bear the risk of loss, damage and injury to any person or persons as well as to property arising or growing out of our use of the above described school facility and that we agree to indemnify and hold harmless the Patrick Henry School District Board of Education, and its successors, agents and employees of and from all liability, claims, demands, damages, costs, judgments and expenses for loss, damage or injury to any person or persons as well as to property arising or growing out of our use of said facility. This assumption of liability and agreement to indemnify and hold harmless shall extend both to my organization or group as a whole and to the various individuals within the group, jointly and severally.

NOTE: Due to the absolute liability assumed by you and your organization or group pursuant to the above Waiver and Indemnity Agreement, it is recommended that you and your organization or group maintain appropriate liability insurance coverage.

I have authorization to sign this agreement on behalf of my organization or group, and I have informed my organization or group of its content.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Will you need to use kitchen equipment?	Yes _____ No _____		Cafeteria with kitchen = \$50.00 per hour *	
Will you need to use the M.S. warming kitchen?	Yes _____ No _____		Cafeteria only = \$25.00 per hour	
Will you need the custodian for setup & takedown?	Yes _____ No _____		Gymnasium = \$200.00	
Will you need Audio Visual equipment?	Yes _____ No _____		Classroom = \$10.00 per hour	

**FOR OFFICE USE ONLY:**

<u>COSTS</u>	<u>APPROVAL:</u>
Building Rental _____	Bldg. Principal _____ Date _____
Custodian/Hourly _____	
Cook/Hourly _____	Superintendent _____ Date _____

NO COST \_\_\_\_\_

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Copies: Superintendent \_\_\_\_\_ Treasurer \_\_\_\_\_ Bldg. Principal \_\_\_\_\_ Cafeteria Supv. \_\_\_\_\_ Bldgs.&Grounds Supv. \_\_\_\_\_ Applicant \_\_\_\_\_

\*M.S. warming kitchen and stage area are the same charge

## COMMUNITY USE OF SCHOOL FACILITIES

Buildings and facilities may be used without charge by the parent/teacher organizations, booster groups, school-sponsored or affiliated groups, nonprofit community and civic organizations, and nonprofit community recreational groups unless custodian and/or cook services are needed.

Forms to be used for requesting the use of school facilities are available at the building Principals' offices. These must be signed by a responsible adult of the group or organization and given to the building Principal. A separate form must be completed for each building requested for use, even if it is the same group/activity. No reservations should be made until each request is returned and approved by the Superintendent.

Key cards are needed to enter the buildings outside of regular hours. The annual cost for key cards are \$50 for the athletic building and \$25 for any other access. All cards will not open doors after 8:30 p.m. and will be deactivated no later than August 1<sup>st</sup> each year. A new building permit will need to be completed each school year. If the key card is lost or damaged, a new card will need to be purchased for \$10. Key cards will be deactivated if any of the rules are not followed or problems are incurred.

Arrangements and responsibility for the facilities and of the actions of the persons of the group must be made with an adult.

The school district reserves the right to retract building use due to rescheduled school activities and calamity days.

When the cafeteria kitchens are to be used for outside activities, a cafeteria employee must be available to supervise the use of the equipment. The hourly wage for this supervision is to be paid by the group using the kitchen.

Supervision is the only responsibility of the cafeteria employee. Do not expect them to do the planning, cooking, etc.

Kitchen dishes and utensils may NOT be used unless cafeteria personnel are present.

The pay of a custodian and/or cook at their overtime rate of pay plus retirement shall be added to the rental cost.

RENTAL FEES - If rental fees are required of any group using the facilities, the following charges will be incurred:

Cafeteria with kitchen	= \$50.00	per hour
Warming kitchen and stage	= \$50.00	per hour
Cafeteria	= \$25.00	per hour
Gymnasium	= \$200.00	
Classrooms	= \$10.00	per hour

The Board reserves the right to adjust the above fees either upward or downward depending upon the size and nature of the activity.