

SCHEDULE REQUEST FOR FACILITY USE

*Note: The users of District facilities for school-related functions agree to the conditions as stated on the attachment to this form.

Individual/Group making request: _____ Date: _____

On Site contact if different: _____

Phone: _____ Address: _____

Organization represented: _____ Non-Profit: _____

Space and/or facility requested: _____

Purpose of use: _____

Approximate number of people to attend: _____

Special equipment setup needed: _____

(lights, ext. cords, microphones, chairs, tables, bleachers, etc.)

Single Day Use - Date: _____ Time: _____ am/pm to _____ am/pm

Multi day use: Weekly _____ Semi-weekly _____ Monthly _____ Semi-monthly _____

Day of week for usage: _____ Time: _____ am/pm to _____ am/pm

If continuous: Beginning date _____ Through ending date _____

Name of supervising adult(s): _____ Phone: _____

Person responsible for opening and closing: _____

Keys issued: _____ Yes _____ No Issued to: _____

Signature of person responsible for usage: _____

DISTRICT APPROVAL:

Building Administrator: _____ Date: _____

Maintenance Director: _____ Date: _____

Superintendent Approval: _____ Date: _____

Restrictions imposed: _____

Fee for usage: _____ Paid: _____ Receipt: _____

Reason for Denial: _____

Date of denial: _____ Group/Individual contacted: _____

THE USERS OF FACILITIES AGREE TO THE FOLLOWING CONDITIONS:

1. Requests must have complete signed approval of at least 5 working days in advance of the activity. Emergency situations may be appealed to the Director through the Coordinator.
2. All requests must be made in writing and approved prior to scheduling.
3. Schedule confirmation will be made on a "first come, first serve" basis.
4. The building Principal is responsible for routing and tracing this request.
5. Serious conflicts may be resolved by negotiating with the party previously scheduled or seeking administrative intervention.
6. No food or drink will be allowed in the auditorium, gym, or classrooms.
7. Users agree to provide adequate adult supervision during entire time facilities are in use.
8. Requests MUST include setup and/or practice time. .
9. User will notify the school of change or cancellation, at least 24 hours prior to the cancellation. A regular charge shall be made in accordance with the schedule of charges for each facility engaged and not used unless such notice to cancel is given.
10. Users agree not to wear black soled gym shoes or turf shoes while using any gymnasium facilities. Failure to do so will result in loss of facility use privileges.
11. All non-school users assume full liability for any personal injury.
12. Non-school users agree to pay for damages caused by the user/group.
13. Facilities are to be cleaned up during and after use to the level it was received.
14. If custodial services are required for non-school users, indicate method of payment.
15. Tobacco products and alcohol are prohibited on all school property.

Signature:_____

Date:_____

Rental Fee Schedule

The district has established a schedule of fees for use of district facilities and the principal or designee at each site shall collect those fees before use. Facility fees are per hour not per use.

Rental Fee Schedule per Hour

| Facility | Youth Private Non-school Related | Adult Non-school Related |
|--|--|--------------------------|
| HS Theater | \$50/hr | \$65/hr |
| High school gymnasium | \$50/hr | \$65/hr |
| HS/MS locker room | \$25/hr | \$35/hr |
| HS Multipurpose room | \$15/hr | \$25/hr |
| Practice facility | \$35/hr | \$45/hr |
| Middle school gymnasium | \$35/hr | \$45/hr |
| CMS multipurpose room | \$35/hr | \$45/hr |
| Elementary multipurpose room | \$15/hr | \$25/hr |
| CV community center | \$15/hr | \$25/hr |
| Classrooms | \$10/hr | \$15/hr |
| Computer labs | \$20/hr | \$30/hr |
| Library | \$15/hr | \$25/hr |
| Fields | \$15/hr | \$20/hr |
| Kitchen \$20/hr Kitchen and specialized equipment will include hiring a SUSD food service employee who must be there while equipment is in use for an additional \$40 per hour. | | |
| Additional Costs | | |
| Stage lighting (simple, no color) | \$25 per use | |
| HS stadium lights | \$20/hr | |
| Microphones/Overhead Projector Video equipment | \$20 per item | |
| Labor Costs *If required by superintendent | \$30/hr supervisory \$20/hr custodian | |

If it is determined that the hourly rate originally purchased is exceeded, the district reserves the right to charge up to the next full hour.

[Administrative Procedure and Fee Schedule - KG-AR](#)