

**PUBLIC USE OF SCHOOL FACILITIES Permit
Application for Building/Grounds Use**

For use of Marion County School District school buildings. The board wishes to make school facilities available for educational, recreational, social and civic purposes when possible without interruption or disruption of routine school activities. Policy KF and administrative rule KF-R provide the policy and guidelines to be observed in the use of school facilities in Marion County School District. Each group wishing to use any school building for any type of gathering must file application for its use with the Marion County School District Board of Trustees.

By signing this application, the person whose signature appears below signifies that he/she is responsible for the group, will see that the buildings are not misused, that the group has proper adult supervision and that the buildings and grounds are used in conformity with the rules and regulations of the board of Marion County School District. It is hereby also understood that school activities have priority for the use of any building. This applies even in cases where some groups have requested the use of the building at a certain hour for several weeks; any school activity that must be scheduled has priority on the use of the building.

A custodian must be maintained in the building at all times during the period of use. The board will pay for all services out of the total fee.

I do hereby agree that I will be responsible for the proper use of the building and, if there are any damages accruing from this use, I will be responsible for payment of such damages.

Name of organization: _____ Name of representative: _____

Signature of person responsible for arrangements _____ Phone number _____ Date _____

Address: _____ City: _____ State: _____ Zip: _____

(To use the school facility indicated below on the date[s] indicated for purposes as outlined in board policy KF.)

Name of school facility: _____ Date(s) desired: _____

Type of activity: _____

Time to enter building: _____ Time to leave building: _____ Number of participants expected: _____

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Deposit of \$_____ is included. The deposit for damages will be returned if the facility is not damaged and is left in good condition.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Utility/Use fee is included \$_____ (include amount).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The services of at least one custodian have been secured.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	The cafeteria manager or his/her designee, along with an appropriate number of food service workers, has been secured if the cafeteria is utilized.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I understand the requirements and agree to be responsible for payment of the custodial and food service staff required. I agree to the rate of pay and that the staff will be paid at the end of the event.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have included a security plan and employed at least one policeman for security during the activity. (Requirement for 100+ participants.)

*Principal approval: _____ Date: _____
(*Principal has cleared dates on the school calendar and recommends approval.)

Director of Operations: _____ Date: _____

Superintendent approval: _____ Date: _____

Checklist of needs

- _____ Custodial services needed
- _____ Special equipment needed
- _____ Audio-visual equipment
- _____ Public address system
- _____ Scoreboard controls
- _____ Kitchen equipment
- _____ Concession stand equipment and keys
- _____ Stage equipment
- _____ Shop equipment
- _____ Special school personnel needed
- _____ Other
- _____ Key to gate
- _____ Custodial services
- _____ Open building
- _____ Close building
- _____ Time for extra clean up needed
- _____ Custodial time needed to set up
- _____ Total hours
- _____ Cook needed
- _____ Estimated number of hours

Schedule of charges

A deposit is required at the time the reservation request is made. The deposit for damages will be returned if the facility is not damaged.

Deposit Charges

Centenary Community Center - \$125

All other facilities - \$250

Centenary Community Center Fees:

Rental – 4 hours (Rental – 4 hours \$225.00 (Deposit \$125.00)

Custodial Fees - \$29 per hour + 1 add'l hour for cleaning

(4 hour rental + 1 hour cleaning = \$145 required)

Utility/Use fees for facilities are as listed below.

- One classroom – no charge
- School cafeterias
 - \$300 when the kitchen is used
 - \$250 when the kitchen is not opened and only dining area is used
- Auditoriums/Gymnasiums - \$200
- District Office - \$300
 - Boardroom – The boardroom of the central services office can accommodate group meetings (seating less than 350). Banquets and dinner functions will be held in school cafeterias, no in the central services office.
- Stadiums
 - \$400 with lights
 - \$20 daytime use
- Equipment fees
 - Stage (moveable) - \$100
 - PA System - \$75
 - Additional chairs and tables or removal of same - \$50
 - Other (to be determined)

Rehearsals or practices for a scheduled event will be treated as a separate event if they occur on a day other than the day of the event.

No utility/use fee or deposit will be charged to local city or county government or recreational agencies. No utility/use fee or deposit will be charged to political parties utilizing the facilities for public forums or speaking events. (The application is required and staff must be paid, but the user fee and deposit will be waived.) When used by a political party or the State Election Commission to conduct a primary or election, all fees will be waived.

No utility/use fee or deposit will be made to parent support groups such as booster clubs and PTA.

No utility/use fee will be made for class reunions of graduates of Marion County Schools. A deposit of \$250 is required for these class reunions.

Waivers of the established schedule or utility/use fees for any groups or individuals must be authorized by the board.

Other Information: _____