

USE OF SCHOOL FACILITIES

FORESTVILLE UNION SCHOOL DISTRICT
FACILITY USE APPLICATION AND AGREEMENT

It is necessary that applicants become familiar with written Board Policy regarding use of school facilities; please find attached. Fees charged for use of facilities are payable one month in advance of the requested use date. All school-related activities (clubs, class events, etc.) shall be given priority in the use of facilities under the Civic Center Act. Thereafter, the use of facilities shall be on an equitable first-come, first-served basis. Therefore, this agreement is subject to change or cancellation when facilities are needed for school purposes.

Name of Organization _____

Organization President: _____

Address _____

Name of Person Applying* _____ Office Held _____

Daytime Phone _____ Evening Phone _____

Emergency Contact: _____ Phone: _____

Date of Application _____ Date(s) of Use _____

Time(s) a.m. /p.m. _____

Primary purpose and nature of organization: _____

*The person applying on behalf of a society, group, or organization must be a member of the society, group, or organization.

Check box for facility/equipment you wish to use:

- () Auditorium () Multi Purpose/Gym () Main/Academy Staff Room () Field(s)
() Classroom # ** () Library () Library Conference Room () Sound system
() Other (Explain) _____

**Classrooms are available only with written permission of the teacher (Copy must be attached to this application)

Intended Use of Facilities: _____

Will you charge admission? () Yes () No. If yes, how much? _____

What will proceeds be used for? _____

Subsequent to any use for which participants are charged a fee or funds are raised, a financial report will be made to the District indicating the amount of revenue collected, the amount of expenditure made to run the program, and the amount which was spent for the benefit of youth and/or the public school. For one-time use, the report will be due one week after the event. Reports for long-term programs will be submitted to the District no later than thirty-five days after the conclusion of the program.

Date Report is due: _____

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The undersigned states that, to the best of his/her knowledge, the organization on whose behalf he/she is making application for use of school property, upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

The undersigned party fully understands that the Forestville Union School District does not provide nor does it have available, any health or accident insurance for users of the school district's facilities.

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FEE STRUCTURE FOR COMMUNITY USE

Charges shall be made in accordance with the following hourly fee schedule:

	<u>Direct Cost</u> Children/Youth Groups, Religious Non-Profit	<u>Fair Rental Value</u> Commercial Non-Profit without Tax Exempt	
Auditorium, Library & Library Conference Room	\$25	\$50	
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		
Multi Purpose/Gym (two hour minimum)	\$50/first hour (\$40 per hour for each additional hour.)	\$75/first hour	(without kitchen)
	\$80/first hour	\$105/first hour	(with kitchen)
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		
Classrooms & Staff Rooms	\$25	\$50	
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		
Fields		\$350.00/season	\$450.00/season
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		
Sound System	\$15	\$15	
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		
Restrooms	\$25	\$40	
	_____ #hours = \$ _____. Total collected \$ _____ Date of Use _____		

Energy Surcharge Fees:

Audi, Kitchen, Multi/Gym, Field: \$25/hour and \$50/3 or more hours

Classroom, Staff room, Library,
Conference room Sound System: \$10/hour, \$15/3 hours, \$25/6 or more hours

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Fees charged for use of facilities are payable one month in advance. This agreement is subject to change or cancellation when building/facilities are needed for school functions. (Facilities are not available during work, school days/hours that school is in session. Special arrangements must be made with the District Office for custodial assistance based on their overtime hourly wages and benefits.)

The Organization will hold Forestville Union School District harmless when using the kitchen facilities. The kitchen is limited in its uses by parties other than Forestville Union School. It is the responsibility of the Organization to determine whether the kitchen facilities meet the renter's needs.

Adopted: February 1985

Revision Approved: 6/30/98, 5/31/01, 10/14/10