

06/28/94

ROCKINGHAM COUNTY SCHOOLS FACILITY USE APPLICATION

INVOICE #: _____

- _____ NON-SCH. GROUP
- _____ NON-SCH. P.I. AGENCY
- _____ GOV'T AGENCY
- _____ ADOPTER/PARTNER

Application Date: _____

School Requested: _____

Space(s) to be Used: _____

Equipment needs (*be specific*): _____

Number Persons Expected: Adults _____ Children _____ Total _____

Purpose of Rental: _____

Name of User Organization: _____

Check One: Will Fees Be Charged At This Event? Yes No

Contact Person: (*Please Print*)

Name: _____

Address: _____

Day Phone Number

Evening Phone Number

Month(s)	Specific Date(s)	Time of Entry	Time of Departure	Total Hours
			Total Hours	

I HAVE READ BOARD POLICY (ON BACK) AND AGREE TO THE FOLLOWING:

- To abide by Board Policy (On Back) governing facility use.
- To pay invoice at least five working days prior to use of the facility. Failure to do so will void this request.
- To be billed for damages and additional hours utilized by agency beyond contract hours stated above.
- To pay a \$25.00 non-refundable security deposit (if applicable). The deposit will be applied to the invoice.
- In the event of cancellation, the security deposit is non-refundable/non-transferable.

Signature of Applicant

Date

TO BE COMPLETED BY SCHOOL PRINCIPAL

Personnel Required (indicate numbers)

_____ Custodian	_____ # hours	_____ Cafeteria Employee	_____ # hours
_____ Facility Supervisor	_____ # hours	_____ Other _____	_____ # hours
_____ Technician	_____ # hours	_____ None	(Please Specify)

COMMENTS/SPECIAL INSTRUCTIONS: _____

ATTACHMENTS:

- \$25.00 Non-refundable Security Deposit
- YMCA, Recreation Department Child Care and Church Groups: One Million Dollar Certificate of Liability Insurance Required.
- Private Sector for Profit Sports/Dance/Exercise Groups: One Million Dollar Certificate of Liability Insurance Required.

Approved

Approved

Denied

Denied

School Principal

Date

Community Schools Director

Date

White / S-CR OFFICE

Canary / APPLICANT

Pink / SCHOOL

USE OF SCHOOL FACILITIES FOR NON-SCHOOL PURPOSES

The Community School Act of 1981 encourages the use of public school facilities by non-school community groups. It is the intent of the Rockingham County Consolidated School Board to comply with this statute and to permit use of school facilities when such neither infringes upon nor interferes with the best interest of the Rockingham County Consolidated School System or the local communities.

USE OF SCHOOL FACILITIES WILL NOT BE APPROVED FOR ACTIVITIES WHICH:

- (1) promulgate any theory or doctrine subversive to Federal or state statutes or any political subdivision thereof.
- (2) advocates governmental change by violence.
- (3) violates the canons of good morals, manners or taste, energy conservation, or may damage buildings, grounds or equipment.
- (4) conflict with school activities.
- (5) discriminates in the legal sense.

Requests to use a school facility shall be made to the Coordinator of Auxiliary Community Programs. The coordinator is responsible for conferring with the school principal whose facilities are involved before making a final decision.

A user fee will be charged to all groups using school facilities to cover expenses for utilities, site supervision and maintenance of the facilities. The charges levied shall be in accordance with Systemwide Administrative Regulations DFG-R. In addition, a mutually agreed and understood contract must be executed between the Rockingham County Consolidated School Board and the lessee.

The Rockingham County Consolidated School Board reserves the right to cancel or amend, at any time, the agreed contract.

AGREEMENT AS TO USE OF SCHOOL'S FACILITIES

It is mutually understood and agreed that:

- (1) The activity conforms with all policies of the Rockingham County Consolidated School Board.
- (2) Use of the facility does not violate any state or federal law in any way.
- (3) A representative of the school will be present and on duty at all times while the facility is being used. This may be waived at the principal's discretion.
- (4) No alterations or changes may be made to the facility without the approval of the principal.
- (5) Damages to the facility beyond normal wear will be immediately paid for by the lessee.
- (6) The lessee will be responsible for strict supervision of the activity it sponsors at all times.
- (7) No alcoholic beverages, drugs, firearms, or weapons are permitted on the premises. Use of tobacco products is prohibited in all school facilities.
- (8) The lessee assumes full responsibility for personal loss or bodily harm from use of the facility. No school employee or School Board member shall be liable for any loss, damage, or expense that may arise during the use of the facility. Evidence of appropriate liability coverage must be presented when the contract is executed.
- (9) The lessee will pay all rental fees required by the Rockingham County Consolidated School Board.

IN TESTIMONY WHEREOF, the said parties have hereunto set their hands and seals with the authority and in the capacities hereinafter stated, the year and day written.