

Copies to:
Applicant_____ Business Office_____
Bldg. Principal_____ Dir. of Maint._____
File_____

RICHLAND SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization_____

Type of Organization_____ (Civic, Service, Social, Recreational, etc.)

Requests approval for the use of the following facilities of the Richland School District:

School Building Requested_____ Area Requested_____

Date(s)_____ Hours: From_____ to _____

Purpose:_____ (PLEASE EXPLAIN IN DETAIL: Attach additional sheet if necessary.)

If admission is to be charged, state as specifically as possible what proceeds are to be used for:

Equipment Requested:_____ (PLEASE EXPLAIN: Additional sheet if necessary.)

Charges_____ Approximate Number Attending_____

I have received and read the Richland School District Rules and Regulations regarding use of school property and do hereby accept responsibility for meeting the requirements therein. (SEE REVERSE SIDE)

_____ Signature	_____ Name (Please Print)
_____ Address	_____ Telephone
_____ E-Mail Address	_____ Date

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SCHOOL USE ONLY

Approval/Disapproval_____ Building Principal

Approval/Disapproval_____ Athletic Director

Acknowledged_____ Director of Maintenance Maintenance Required: Yes_____ No_____
Number_____ Total Hours_____

Police Required: Yes_____ No_____ Number_____

Business Manager_____

Send Bill Yes_____ No_____ N/A_____ Received Yes_____ No_____

RULES AND REGULATIONS – USE OF SCHOOL FACILITIES

I. Procedures

1. Initiate application with the Building Principal to clear date requesting.
2. Submit application, with copy of Certificate of Insurance to Building Principal for approval of availability of area desired.
3. The Principal shall forward the application to the Athletic Director to ensure that no conflicts exist with the competition schedules.
4. Building Principal will process and forward to Director of Maintenance for planning purposes.
5. Business Manager will indicate rental charge PLUS an estimated amount of personnel costs, if any, or forward to the Superintendent for consideration of waiving the rental fee.
6. Approved copies will be sent to the Applicant, Principal, Director of Maintenance, and Business Office.

II. Rental Charges

	Richland Non-Profit	Other Non-Profit	For Profit
Cafeteria	\$12.00 Per Hour	\$18.00 Per Hour	\$36.00 Per Hour
Kitchen	\$15.00 Per Hour	\$22.50 Per Hour	\$45.00 Per Hour
Combined	\$22.00 Per Hour	\$33.00 Per Hour	\$36.00 Per Hour
Gymnasium	\$22.00 Per Hour	\$37.50 Per Hour	\$75.00 Per Hour
Auditorium	\$22.00 Per Hour	\$33.00 Per Hour	\$66.00 Per Hour
Classroom	\$12.00 Per Hour	\$22.00 Per Hour	\$24.00 Per Hour
LGI	\$12.00 Per Hour	\$18.00 Per Hour	\$36.00 Per Hour
Richland Stadium	\$300 Per Day	\$500 Per Day	\$4,000 Per Event

*The base rental charges shown above are the minimum amounts to be charged. The Superintendent may adjust these charges upon learning of all the specifics of the facility use. All Richland personnel incidental to the use of the facility will be charged on a costs basis to include their overtime rate plus any employer paid benefits based on wages (i.e. FICA, Retirement). It is the intent of the Richland School District to keep these charges at a minimum; however, it is not its intent to absorb any excessive costs. School sponsored and related organizations, i.e., PTO's, for meeting purposes are exempt from all rental charges and contractual agreements.

III. Rules and Regulations

1. **THE RENTER, EVEN IF THE FEE IS WAIVED, (UNLESS THE GROUP HAS BEEN APPROVED BY THE BOARD OF EDUCATION AS A RECOGNIZED DISTRICT ENTITY), MUST SHOW EVIDENCE OF A VALID INSURANCE POLICY TO COVER ITSELF IN CASE OF LIABILITY/PROPERTY DAMAGE AND/OR BODILY INJURY IN THE MINIMUM OF \$100,000 COMBINED SINGLE LIMIT OR \$100,000/\$300,000 LIABILITY/BODILY INJURY AND \$100,000 PROPERTY DAMAGE. A CERTIFICATE NAMING THE DISTRICT AS AN ADDITIONAL INSURED MUST BE RECEIVED BEFORE ACCESS TO THE FACILITY IS GRANTED.**
2. A hold harmless Agreement must be provided.
3. Tobacco, alcoholic beverages and gambling are prohibited.
4. Organizations using school property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
5. Permission for use, when granted, is for specific rooms or areas. The remaining areas of the facility are not to be entered.
6. When school equipment is used, a designated school employee must be present and have general supervision of said use.
7. No signs, banners, pennants, etc., are permitted in or on school buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of the school district staff.
8. When, in the opinion of the District, policemen are needed to protect District property, policemen will be assigned and the additional costs will be included in the charges indicated on the application.
9. The District may reserve the right to cancel any facility use, upon a one-week written notice, when the area requested is needed for school activities.
10. A Security Deposit will be refunded to the applicant, or deducted from the amount owed the District, upon the favorable condition of the facility at the conclusion of the rental.

Terms, conditions, pricing, and fees will not be changed without the approval of the building principal.