

**RAYMOND CENTRAL PUBLIC SCHOOLS
REQUEST FOR USE OF FACILITIES**

Name of Organization _____

Individual Making this Request _____
(Please Print)

<p>Do you live in the District? Yes_____ No_____</p> <p>If you do not live in the District, you will be charged a Rental Fee and Custodial/Utilities Fee to be determined by the Superintendent (See Appendix).</p> <p>If you live in the district and request to use a gym space for a clinic or paid coach from outside the RC organization, a Rental Fee and Custodial/Utilities Fee will be charged.</p> <p>A trip charge will be assessed if you reserve a space at the Jr/Sr High School on a weekend day for a staff member to unlock and lock the building.</p> <p>When reserving a date and time at any facility, priority will be given to groups or teams that include Raymond Central Students.</p> <p>Rental Fee_____ Custodial/Utilities Fee_____</p>
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Address _____ City _____ Zip _____

Individual responsible for supervision if other than above _____

Describe the activities for which you are requesting the facilities _____

Starting Month/Date _____ Ending Month/Date _____

Please list the individual dates: _____

Starting time: _____AM _____PM Ending time: _____AM _____PM

Ceresco Elementary

___ Cafeteria

___ Gym

___ Restrooms

___ Other _____

Valparaiso Elementary

___ Cafeteria

****kitchen areas are not available for use at any time****

___ Gym

___ Restrooms

___ Other _____

Jr-Sr High School

___ Cafeteria/Commons

___ Gym

___ Library

___ Mustang Room

___ Other _____

(Most classrooms are not available for use by Non-School Personnel at any time.)

**SIGNATURE OF INDIVIDUAL MAKING REQUEST IS
REQUIRED ON THE BACK OF THIS SHEET AND ON POLICY PAGE**

*For Office Use Only

Secretary: Check on Availability of Facility _____ Key check out? Yes_____ No_____

Conflicts with _____

Principal's Comment _____

Principal's Signature _____

Activities Director: ___ Approved ___ Declined

Conflicts with _____

Activities Director Signature _____

Requirements for Use of Facility

- 1. Indicate a specific time and specific date(s) for use of facility or permission may be denied.
- 2. Coaches and sponsors are allowed to reserve reoccurring time slots for one time per week and one time per weekend. If other times are available, a coach or sponsor must complete another request for use of facilities.
- 2. A key must be returned to the office after the final meeting/activity of your group where upon your name will be check off of the Outstanding Key Checkout List.

Supervisor Responsibilities

- 1. After all group members are present, Supervisor should lock doors so unauthorized persons do not enter building.
- 2. During inclement weather, ask participants to wipe shoes thoroughly when entering the building.
- 3. The kitchen areas are not available at any time. Make sure that food products are served and eaten in Cafeteria area only. If Cafeterias are used to serve food, follow these responsibilities:
 - a) Wipe off all tables and counters.
 - b) Empty garbage into outside receptacles.
 - c) Clean floor of any trash or spills.
- 4. Supervise participants at all times seeing that they confine activities to assigned areas.
- 5. Before leaving, see to the following:
 - a) Check restrooms to see that toilets are flushed and paper is picked up.
 - b) Check that all lights are turned off and windows closed.
 - c) Double check that doors are locked upon leaving.

Failure to comply with the above stated responsibilities and School Appendix to Policy 1100 governing use of school facilities will result in appropriate charges being assessed to you as requesting individual and the exclusion of the organization from future use of the facility. You and your organization will be financially responsible for any damage to school facilities during the time you and your organization have use of the facilities.

Your signature below represents understanding and consent of the above conditions.

Signature of Individual Making Request _____

Phone Number _____ Cell Number _____ Date _____

A copy of attached Appendix to Policy 1100-Building Use Procedures must also be signed and returned

Community Use of School Facilities

When facilities are not being used for educational purposes the District may permit the use of the facility by community-based groups. The superintendent and/or the superintendent's designate will waive the fee for not-for-profit community-based groups unless the District incurs additional expense for personnel. Any additional expense for personnel will be the responsibility of the group using the facility.

All use of school facilities shall be subject to rules and regulations stated by the superintendent or employees to whom the superintendent has delegated authority for the supervision of school facilities. Rules governing the use of the facilities of the School District shall include but are not limited to the following:

1. There shall be a person designated in charge of the facilities and personnel for the period of time the facility is in use. This responsible individual's name shall be provided to the School District prior to the use of the facility.
2. The use of tobacco, alcohol, or other illegal substances will not be allowed in the schools or on school grounds.
3. Any damage incurred to basketball rims and backboards, volleyball nets and standards, and other school equipment/property, will be charged to the group responsible for the use of the facilities on the date and time period specified. If damage does occur, school authorities should be notified immediately.
4. All rooms, gyms, locker rooms, hallways, and restrooms should be kept clean. All trash should be put in the trash containers, and the gym floor and hallway should be swept, the lights turned off, and the building locked upon completion of the use of the facilities.

Facility and property use fees for the areas listed below shall be approved by the Board of Education each July.

- a) Classroom, all schools
- b) All cafeterias
- c) Gymnasiums and athletic fields
- d) Custodial staff
- e) Commons area
- f) Other special considerations

My signature verifies that I have read and understand the Appendix to Policy 1100-Building Use Procedures.

Signature _____ **Date** _____

Facilities Rental Rate Schedule

Board of Education will review each July for upcoming school year.

Rental Schedule

Classroom	\$50.00	(4 hours; \$12.50 per additional hour)
Cafeterias/Commons (Kitchen areas are not available for use)		
Elementary	\$50.00	(4 hours; \$12.50 per additional hour)
Secondary	\$150.00	(6 hours; \$25.00 per additional hour)
Athletic Fields		
Football Field/Track	\$1,000.00	(per day)
HS Competition Gym	\$50.00	(per 90 minutes)
HS New Gym	\$50.00	(per 90 minutes)
Ceresco Gym	\$50.00	(per 90 minutes)
Valparaiso Gym	\$50.00	(per 90 minutes)
Special Conditions		
Facility Set-Up	\$20.00	chairs, equipment, etc.
Personnel		
Custodial Staff-Clean Up	\$20.00	per hour (per custodian)
Supervision of Facilities	\$20.00	per hour (per supervisor)
Trip Charge to Jr-Sr HS	\$20.00	

Date of Adoption: February 16, 2009

Date of Revision: November 7, 2018