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Code No. 905.1E1

USE OF SCHOOL FACILITIES - APPLICATION FORM

1. Requests for the use of school facilities should be made and approved by the Superintendent at least one week in advance. Organizations wanting to rent or use the building must be from within the school district.
2. In all cases of use by groups other than the district, that group is responsible for providing supervision of a responsible nature, having proper insurance, and accepting responsibility for any damage to the physical or field facilities which may occur.
3. The Board of Education and administration shall not be responsible for any articles of clothing, equipment or money that is left in rooms, closets, lockers or other areas of the building. The board further will not be responsible for any article borrowed or voluntarily loaned to the district, its employees, agents or pupils, unless the borrowing or loan be specifically approved by the superintendent or the board.
4. School activities will take precedence if a conflict arises.
5. Facilities are to be left in as good a condition as before being used.
 - a. Floors swept or mopped as needed.
 - b. Equipment used should be replaced and cleaned if necessary.
 - c. Lights turned off and all doors checked and locked when leaving.
 - d. Any refuse, garbage, etc. should be disposed of as per instructions from custodian.
 - e. No smoking or alcoholic beverages in the buildings or anywhere on the school grounds.
 - f. No street shoes will be allowed on the gym floor, unless authorized by the Board of Education or administration.
6. Should use of school facilities require extra working hours, the user will pay the school district according to the employees over-time rate. The school will reimburse the employee accordingly.
7. If the school lunch equipment is being used in the kitchen, an approved supervisor must be on duty. The organization may pay the supervisor \$25.00 for services.
8. The following is a rental fee schedule which would be subject to change if the organization or fee does not fit into one of the categories:
 - a. No rental fees charged to school groups working with students in grades K-12 only or adult non-profit groups sponsoring Janesville Consolidated School's students.
 - b. No rental fees for organized adult education programs/classes. Custodial fees will be assessed when necessary.
 - c. All other groups not listed above may be charged a fee not to exceed (per use):

1) Junior/Senior High School Gym	\$ 50.00
2) Elementary Gym	\$ 50.00
3) Kitchen	\$ 50.00
4) Classroom	\$ 50.00
5) Athletic Playing Field (with lights)	\$100.00
6) Athletic Playing Field (without lights)	\$ 50.00

USE OF SCHOOL FACILITIES - APPLICATION FORM

STATEMENT OF ASSURANCE

The undersigned applicant makes application for the use of the school building designated below. Please refer to Policy 905.1 to determine the proper use of school facilities. The applicant is responsible for enforcing these regulations.

The undersigned, hereafter referred to as "organization," states that it shall hold the Janesville Consolidated School District, hereafter referred to as "district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the organization or the district, and its officers, employees or agents, in the use by the organization of any facilities owned by the district. In case any action is brought therefore against the district or any of its officers, employees or agents, the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the organization.

Organization making application: _____

Person making application: _____ Today's Date: _____

Phone Contact: _____ Email Address: _____

School Facility to be Used: _____

Purpose: _____

Date of Use: _____ Hours: _____

I have read the policy "Community Use of School District Buildings & Sites & Equipment" and, as the person responsible for the group, agree to abide by the policies as stated. I realize failure to abide by the policies may result in suspension of facility use privileges.

Signature of applicant Date _____

Approved _____

Not Approved _____

Fee \$ _____

(1) Superintendent's Signature

(2) Athletic Director Signature

(3) Bob Hanson, Facilities Signature

(4) Kelly Weidman, Business Office (KEEPS original)

**Fee is due when the above request is made.
After action taken, a copy will be returned to the applicant.**

Approved 4/12/93, 10/11/05 Reviewed 12/18/00, 10/11/05 Revised 12/11/95