

Principal _____
Athletic Director _____
Director of Building and Grounds _____
Business Manager _____

Frazier School District

FACILITIES REQUEST APPLICATION

School _____ Facility _____

Facility Requested for the Purpose of _____

Expected Number of Participants per Session _____ Age of Participants _____

Name of Person Making Request _____ Date _____

Address _____ Phone _____

Organization Represented _____

Name of On-Site Supervisor(s) if Different than Person Making Request
(More than one name may be listed)

Day(s) of Week Requested _____

Season Requested: **Fall (September-November) / Winter (December-February) / Spring (March-May)**

Dates Requested / Starting Date: _____ Ending Date: _____

Time of Day Requested From: _____ To: _____

1. Will an admission charge or fee in excess of that required to meet rental expenses be charged to Participants for use of this facility? Yes No
2. If yes, are the proceeds to be used for a charitable purpose? Yes No
3. If so, what charity? _____
4. What percentage of your organization or group are residents of the Frazier School District?
{Please list names and addresses on attached sheet}
5. Will any special accommodations or equipment be needed (tables, chairs, lighting, PA system, gym, equipment, etc?) Yes No
If yes, please specify:
6. If request is being made for an athletic facility, will spectators be present? Yes No
 Does Not Apply - Will admission charge be made? Yes No
7. For large events, will parking lot personnel be needed? Yes No
Security Officers? Yes No
8. If using auditorium, will air conditioning be required? Yes No

Date of Application

Signature of Person Completing Application

Signature of Building Administrator

Frazier School District

List of Participants

DIRECTIONS: As per Item #4 on Facilities Request Application, please list names and addresses of all individuals who will participate under the provision of the permit.

	NAME OF PARTICIPANT	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____

Frazier School District

Use of School Facilities Policy Agreement Consent Form

The Lessee agrees and will be held responsible for any damage caused to the premises while leased by the Lessee and will make full payment thereof to the Lessor immediately upon notification of damage.

I, _____, supervisor of the group here referred

to as _____,

do hereby acknowledge that I have read and agreed to Board Policy 600.1 - 600.12, Use of School Facilities.

Date _____

Supervisor of Group/Organization

Name of Group/Organization

Phone Number of Supervisor

Witness

**PLEASE SIGN THIS FORM AND RETURN WITH YOUR
FACILITIES
REQUEST APPLICATION**

Frazier School District

Regulations Governing Use of School Facilities

I. REGULATORY GUIDELINES

- A. There shall be no rentals to private individuals.**
- B. There shall be no rentals to groups or organizations unless there are Frazier School District students or community members participating.**
- C. At no time is any group permitted to have or to allow alcoholic beverages of any kind on school property.**
- D. In order to provide for district supervision of its own property, all rental events shall be under the supervision of the Superintendent, Building Principal or his/her designee.**
- E. A rental fee shall be assessed for each season in accordance with Appendix A.**
- F. All renters shall, for each rental event, have a responsible person negotiate a simple lease form adopted by the district, setting for the privileges and responsibilities of such rental.**
- G. Custodian(s) and/or security guard(s) will be required for all activities using school building facilities, regardless of whether the regular custodial or security staff is on duty. The cost of the additional custodian/ or security guard shall be paid by the group for the number of hours designated by the Superintendent at the time building use is granted by the Board of School Directors. The Superintendent or his designee shall have total discretion as to the need and number of custodial/security staff for each rental. A minimum of (2) hours will be charged for custodial/ security services.**

Proper supervision of school-related groups is the responsibility of the school principal or the superintendent [or their designee] respectively, without extra pay.

- H. Type I and II Rental groups requesting use of gymnasium facilities shall be limited to the season(s) requested and shall not exceed 2 hour sessions one day per week.**

Sessions shall be scheduled in 2 hour increments with a 15 minute interval between each session to allow for group overlap. The superintendent, or his designee, shall be responsible for creating a Use of Facilities calendar identifying each group and their respective session time per season.

- I. At no time shall any school facility or part thereof be extended, either free or for a charge, to any group whose intention is to pursue activities of either a religious or a political nature.**

Frazier School District

Board Policy 600.1 - 600.12

Use of Facilities

- 600.1** The use of building facilities owned by the Frazier School District is a privilege extended to residents of the Frazier School District. These facilities are made available to student and school community groups with the understanding that this privilege may be revoked for cause.
- 600.2** School community groups may use a school facility only after prior approval by the Board of School Directors. Student activity groups may use building facilities with approval of the building principal and the superintendent.
- School activity groups shall be defined as: Those groups directly related to the Frazier Public Schools.
- School community group shall be defined as a, Frazier PTA, PTO, Band and/or Athletic Parents Associations whose activities are designed to parallel those of the PTO or PTA; Frazier youth athletic/extracurricular organizations, i.e. baseball, softball, football, wrestling, basketball, volleyball, soccer, and any other youth groups recognized by the Board of School Directors and any community group represented by community member participation.
- 600.3** A building use approval form, signed by the individual requesting the use of a school building facility, and approved by the Superintendent of Schools, must be executed prior to Board approval for use of the facility. If a fee is applicable, it must be paid prior to use of the facility.
- 600.4** An individual representing a group requesting use of a school building facility must submit to the Superintendent's Office an accurate roster of all members of the group who will use the facility. No other persons are permitted in a building during the time designated for the group. This roster must be kept up-to-date, with any changes immediately forwarded to the Superintendent's Office.
- 600.5** Smoking, use of alcohol or drugs, profane or abusive language directed to a school employee, disorderly conduct, damage to school district property, defiant trespass, or permitting any of these offenses, will result in immediate and permanent withdrawal of building use privileges. All fees associated with the rental will be forfeited.
- 600.6** Individuals or groups are granted approval to use a specific room or space within a school building. They must remain in this area. Roaming through buildings, using other facilities, interfering with custodial work or similar actions, will result in withdrawal of building use privileges.
- 600.7** Individuals and groups must leave the building NO LATER than the time designated on the building use approval form.
- 600.8** Individuals and groups using school building facilities may not charge fees of any kind for participation by others unless these fees have received prior approval by the Board of School Directors.
- 600.9** Reports of damage to school equipment, or requests for the use of equipment not previously approved, shall be directed to the Superintendent of Schools. Individuals or groups using school facilities shall not attempt to repair damaged equipment. However, they must report damage immediately. Each community or school activity group will be responsible for, and on request of the school district, shall pay for damage to school district property resulting from building use.

- 600.10** If use of school building facilities conflicts with a school or school-related event at any time, this event shall take precedence over the use of facilities by a non-school individual or group. If the schools are closed because of inclement weather or emergency, use of school building facilities by community and school activity groups is automatically cancelled for the day(s).
- 600.11** Use of weight room facilities is limited to Frazier School District students, staff, school directors and school directors' guests. Superintendent or designee shall administer availability for use.
- 600.12** The Lessee covenants that the Lessee shall and will indemnify and save harmless the Lessor from and against all claims for loss, liability or damages of whatever nature arising from any accident, injury or damage whatsoever caused to any person or to the property of any person occurring during the term hereof in or about the Lessor's premises, including any sidewalks and parking lots thereof. Lessee shall and will indemnify and save harmless the Lessor from and against all claims for damages of whatever nature, arising from any accident, damage or injury occurring on the premises where such accident, damage or injury results or is claimed to have resulted from an act or omission on the part of the Lessee, Lessee's contractors, licensees, agents, invitees, visitors, servants or employees.

Frazier School District

Facility Rental Fees

Appendix A

Facility Rental Fee	Group I	Group II	Group III
High School Gymnasium	No Fee	\$100.00	\$500.00
Middle School Gymnasium	No Fee	\$100.00	\$500.00
Elementary Gymnasium	No Fee	\$100.00	\$500.00
Auditorium	No Fee	\$125.00	\$500.00
Football Stadium	No Fee	\$100.00	\$250.00
Cafeteria	No Fee	\$100.00	\$250.00
Basketball Courts	No Fee	\$50.00	\$200.00
Tennis Courts	No Fee	\$50.00	\$200.00
Campus Field	No Fee	No Fee	\$100.00
Classroom	No Fee	\$50.00	\$100.00

Additional Services	Hourly Rate
Custodial	\$30.00
Security	\$26.66
Computer Technician	\$26.66
Sound System Technician	\$26.66
Stadium Lights	\$40.00

Rental Group Classifications:

Type I: School Activity Groups (See Policy 600.2)

Type II: School Community Groups with Greater than 50% Frazier student/community participation.

Type III: School/ Community Groups with Less than 50% Frazier student/community participation.