



New Buffalo Area Schools

REQUEST TO USE DISTRICT FACILITIES/GROUNDS/EQUIPMENT

This form must be completed by all District and Non-District Staff
requesting the use of District facilities/grounds/equipment.

APPLICANT INFORMATION

Name			
Address		Telephone:	
		Cell Phone:	
Organization		Email:	
Purpose of Use		Contact Person on Event Day:	

WILL ADMISSION BE CHARGED TO THIS EVENT?	Yes _____	No _____
IS THERE A REGISTRATION FEE REQUIRED FOR THIS EVENT?	Yes _____	No _____
ARE YOU CERTIFIED FOR INSTRUCTION?	Yes _____	No _____
ARE YOU INSURED FOR ACTIVITY?	Yes _____	No _____

FACILITY INFORMATION

Building Requested			
Rooms Requested			
Date of Event			
Time of Event (Start to Finish)		Set Up Time:	

EQUIPMENT INFORMATION

Equipment Needed			
Special Set Up (Attach Diagram)			

Note: District-approved AV Technicians are required for use of the PA System and Stage Lighting in the PAC.

~ SIGNATURE REQUIRED ON REVERSE SIDE. ~

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(For Office Use Only)

Fees/Charges (per Item #7 on reverse side): Completed by Business Manager

Area(s) Used						
Rental Fee(s)						
Estimated Charges	Custodial Hours		Food Svc Hours		AV Tech Hours	

Note: Custodial Hours: \$40.40

Food Svc Hours: \$25.00

AV Tech Hours: \$10.00
PAC Dir Hours: \$25.00

Rules and Regulations

1. **No alterations are to be made to district facilities.** If the space requested does not accommodate the needs of the group, the applicant is to contact the Director of Operations to discuss the situation. The Director of Operations will review the request and make a determination if alterations can be made. Any approved alterations must be completed under the supervision of the Director of Operations or designated staff. The applicant is responsible for completing any approved alterations, and must return the facility to its original condition after use.
2. **Alcohol, tobacco, or drugs are not permitted on property of area schools at any time. Food or drinks of any kind are not permitted in the auditorium.** Gymnasium: As posted on signs.
3. **Auditorium: A district-approved AV Technician is required for the operation of the PA system and Stage Lighting. The fees for an AV Technician are \$10.00 per hour, and are paid directly to the AV Technician by the organization at the conclusion of each day. Fee for PAC Director is \$25.00/hour.**
4. The sponsoring organization using the facility is responsible for having adequate adult supervision for their program. Furthermore, the sponsoring organization is held responsible for the activities and conduct of their participants and other program attendees. Only individuals associated with the organization or attending the function are permitted in the building.
5. The sponsoring organization and its participants/attendees are only permitted to use the facility requested, and are not permitted in other areas of the building.
6. The organization using the district's facilities will be held responsible for any damage that occurred during the time they are using the facilities.
7. **Fees:** Gym/PAC: \$125/hr or \$500 max
Cafeteria: \$50/hr or \$300 max Kitchen: \$30/hr or \$120 max (Additional staff required.)
Classrooms/Media Ctr: \$25/hr or \$100 max
Weight Rm/Cardio Rm: \$30/hr or \$120 max

If admission is charged, rent is assumed unless other financial arrangements have been made. Organizations using district facilities are responsible for the cost of any custodial, food service, or AV technician expenses. Any rental fee, if charged, is payable in advance of the program. Time is charged after the program is completed. Billing will be sent to the organization or individual in charge of the program.

8. The New Buffalo Area Schools is not liable for accidents or injuries incurred on district property during an organization's program outside of the regular school-sponsored activities.
9. Applicant must be present during the time that the organization and event is in the building. REMINDER: Facilities may only be used if a custodian or district representative is in the building.
10. District-sponsored activities receive priority over outside organizations/events. Organizations using district facilities must work around district events. In the event that a conflict develops between a district-sponsored event and an upcoming event by an outside organization, the sponsoring organization will be notified immediately. If school is closed or not in session, evening activities may be canceled.
11. Questions regarding the use of district facilities should be directed to the Director of Operations or the Superintendent of Schools.

I have read and understand the rules and regulations listed above regarding the use of facilities at New Buffalo Area Schools. I agree to abide by the rules/regulations listed above, and will be responsible for any charges or damage incurred from this Facilities/Grounds/Equipment Use request.

Applicant Signature:		Approval by Superintendent:	
Date:		Date:	
Approval by Theatre Director: (If applicable)		Approval by Food Svc Dir: (If applicable)	
Date:		Date:	

Distribution: Applicant Dir of Operations Building Principal Business Manager

If applicable: Food Svc Dir PAC Director Classroom Teacher Athletic Director