

Revised 8/11/15

For Office Use Only

Organization Making Request: _____

Date Received: ____ / ____ / ____

Requested Area: _____ Date(s) Requested: ____ / ____ / ____ - ____ / ____ / ____
(The length of this contract will not exceed two months or one sports season at a time.)

Day(s) of Week (circle all that apply): MON TUE WED THU FRI SAT SUN Begin Time: _____ End Time: _____

Equipment Needed (Note: the district does not provide audio/visual equipment): _____
(Requests for equipment must be confirmed 48 hours before the event.)

Fred Fifer III Middle School Application for Use of School Facility

This form is to be completed and returned to the MAIN OFFICE SECRETARY AT LEAST TWO WEEKS BEFORE the date desired. Applicants shall not publicize any event until written approval is granted. Before completing this form, please read the Rules and Regulations for the Use of School Facilities provided. The application MUST be complete, legible, and turned in by the appropriate time for the request to be considered.

The processing procedure is as follows: Step One: Turn in the completed application to the MAIN OFFICE SECRETARY.
Step Two: Review of building availability and other criteria.
Step Three: Building Administrator review and decision.

Caesar Rodney School Board Policy does not permit for-profit organizations to use school facilities to make a profit. Any funds raised by a non-profit organization must be donated to charity.

Purpose of Building Use (check all that apply)	Expected Attendance & Fees	Type of Organization (check all that apply)
<input type="checkbox"/> Social/Recreational Event <input type="checkbox"/> Fund-raiser <input type="checkbox"/> Public Meeting <input type="checkbox"/> Performance <input type="checkbox"/> Sport Event <input type="checkbox"/> Competition <input type="checkbox"/> Other (Specify) _____ _____ _____	Approximate number expected to attend: _____ Admission Fee: \$ _____ Participation Fee: \$ _____ Other Fee(s): \$ _____	<input type="checkbox"/> Category I (reimbursement of cost incurred in excess of normal operating expenses are required) <input type="checkbox"/> Category II (petition by letter and reimbursement of cost incurred in excess of normal operating expenses are required) <input type="checkbox"/> Category III (Petition by letter and reimbursement of cost incurred in excess of normal operating expenses are required, In addition, rental fees will be assessed)

The Caesar Rodney School District has the right to reject any facilities usage request. Each request will be considered on an individual basis for approval or rejection. If the Caesar Rodney School District incurs any cost due to the event, the cost will be passed on to the group. All groups requesting to use the buildings or grounds in the Caesar Rodney School District could be subject to a charge if the school district incurs expenses because of the event. In the event of bad weather or an emergency, the district may cancel or change the date of the event. It is district policy that if schools are closed due to weather or other emergencies, then all events in the schools are canceled. The district is not liable for any losses incurred because of any cancellations. All extracurricular activities will not be permitted to start until after 5:45 p.m. Payment in full is due BEFORE event (check or money order only – NO CASH).

LIABILITY AGREEMENT

In consideration of the grant of permission to the named organization by the Caesar Rodney School District for the use of the building, grounds, and/or facilities of the Caesar Rodney School District on date(s) requested, the undersigned being a duly authorized officer(s) or representative(s) of said Organization hereby agree for and on behalf of the individual members thereof to release the said Caesar Rodney School District, the Board of Education and their agents, employees and representatives from any and all claims for personal injuries, death, and property damage which may arise from or during the use of said buildings, grounds and/or facilities pursuant to said grant of permission, and do further agree to defend, indemnify and save harmless the said Caesar Rodney School District, the Caesar Rodney Board of Education and their agents, employees and representatives from any and all such claims.

I have read and agree to comply with all rules and regulations stated on this sheet (front and back) and on the Rules and Regulations For Use of School Facilities sheet (provided separately).

Applicant's Name

Applicant's Address

Applicant's Signature

Home: _____ Work: _____
Telephone number(s) where applicant can be reached during business hours

Permission to use school facilities may be secured by completing the request form at least two weeks prior to the anticipated date of use. The schedule for requests and decisions is as follows:

	Season:	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Requests will not be accepted before:		June 1 st	September 1 st	January 1 st	April 1 st
Decisions will not be made before:		August 1 st	October 1 st	February 1 st	May 1 st

Exception: Items which must appear on the official Caesar Rodney School District Calendar should be submitted according to the calendar deadline schedule set by the district office.

FOR OFFICE USE ONLY

CHARGES:

	<u>Rate</u>	<u>Hours</u>	<u>Subtotal</u>
Room Rent:	\$ _____	X _____	= \$ _____
Custodian:	\$ _____	X _____	= \$ _____
Sports Fields:	\$ _____	X _____	= \$ _____
TOTAL CHARGES = \$			_____

CHECKS:

	<u>Initials</u>	<u>Date</u>	<u>Comments/Costs</u>
Athletics	_____	___/___/___	_____
Cafeteria	_____	___/___/___	_____
Custodian	_____	___/___/___	_____
Other:			
_____	_____	___/___/___	_____
_____	_____	___/___/___	_____
_____	_____	___/___/___	_____

FINAL STATUS:

APPROVED
 NOT APPROVED

Principal _____ / ___/___/___ _____

School Facility User Categories

Potential users of school facilities will be placed in three (3) categories for the purpose of assessing charges as follows:

Category I - This category includes school-related organizations or other Caesar Rodney School District organizations that hold fund-raising activities, the proceeds of which are to be used to benefit students of the Caesar Rodney School District. These organizations will receive Category I status.

Examples of Category I organizations are as follows:

- School Clubs / Boosters / School Athletic Teams and Clubs
- Parent Teacher Organizations / Parent Teacher Associations

Category I organizations will not be assessed a rental fee. However, they will be required to reimburse the Caesar Rodney School District for costs incurred in excess of normal operating expenses.

Category II - This category includes (1) specified educational, cultural, civic, political, or recreational nonprofit groups that are directly related to the "primary purpose of education" (2) or specified governmental agencies.

Any group wishing to qualify for use of district facilities as a Category II organization shall petition the Caesar Rodney School District by letter (form letter attached). Such letter shall include:

1. the objectives of the group
2. how the activities relate to the primary purpose of education
3. an assurance that at least 50% of its participants are members of the Caesar Rodney School District community

Examples of Category II organizations are as follows:

- Caesar Rodney Employee Associations (The district will honor building use stipulations outlined in negotiated agreements with the Board of Education.)
- Local chapters of Boy Scouts / Girl Scouts of America / Boys and Girls Club
- Local chapters of Future Farmers of America / 4-H Clubs
- Local chapters of Youth Athletic Leagues / Youth Community Groups
- Alumni Associations of the Caesar Rodney School District
- Non-Profit Civic Organizations located within the Caesar Rodney School District

Category II organizations will not be assessed a rental fee. However, they will be required to reimburse the Caesar Rodney School District for costs incurred in excess of normal operating expenses.

Category III - This category includes organizations and community groups that are not directly related to the primary purpose of education, but certify their reason for use of district facilities to be educational, cultural, civic, political, or recreational. Any group that qualifies for the use of district facilities under the provisions of this category must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined by IRS Regulations.

Any group wishing to qualify for use of district facilities as a Category III organization shall petition the Caesar Rodney School District by letter (form letter attached). Such letter shall include:

1. the objectives of the group
2. how the activities are educational, cultural, civic, political, or recreational
3. an assurance that at least 50% of its participants are members of the Caesar Rodney School District community

Category III users of school facilities will be assessed rental fees. In addition, they will be required to reimburse the Caesar Rodney School District for costs incurred in excess of normal operating expenses.

Category II Petition to Use District Facilities

Category II users includes (1) specified educational, cultural, civic, political, or recreational nonprofit groups that are directly related to the "primary purpose of education" (2) or specified governmental agencies.

Name of group or organization: _____

Objectives of the group: _____

How the activities relate to the primary purpose of education: _____

Assurance that at least 50% of its participants are members of the Caesar Rodney School District community:

Supervision and Care of Buildings, Grounds and Furnishings when using Caesar Rodney School District Facilities

Any organization or group using school facilities or grounds shall designate one member of its group as being in charge of and responsible for all actions taken by the group. Adequate supervision must be provided for all facilities used by the public. This is the responsibility of the individual(s) signing the rental agreement, thereby assuming full responsibility. Failure to do so by any public or school organization will be grounds for denial of future facility requests.

If a sponsoring person is not present at the time the facility is to be used, then the activity is cancelled.

Disorderly conduct, vandalism, abuse of the property or inadequate supervision shall be grounds for eviction and/or cancellation of contract. The care of all buildings, conduct of participants and spectators, prevention of use of alcohol and tobacco, compliance with all state Fire Marshal and State health rules, and leaving all facilities and grounds in proper order is the responsibility of the organization or group in general; and the individual signing the rental agreement in particular.

Signature

Date

Printed Name

Facility use will be scheduled at times so as not to curtail or inconvenience regular school program activities. Care will be exercised to clear conflicts in advance. However, in the event a conflict is found after the contract has been granted, the contract may be cancelled by school authorities and neither the Board of Education, Caesar Rodney School District or any of its employees will be liable for financial loss or inconvenience suffered by the holder of the contract.

Category III Petition to Use District Facilities

Category III users includes organizations and community groups that are not directly related to the primary purpose of education, but certify their reason for use of district facilities to be educational, cultural, civic, political, or recreational. Any group that qualifies for the use of district facilities under the provisions of this category must certify that there is no individual monetary gain for representatives of the organization and that all charges or admissions in excess of costs will be donated to a charitable purpose as defined by IRS Regulation

Name of group or organization: _____

Objectives of the group: _____

How the activities are educational, cultural, civic, political, or recreational: _____

Assurance that at least 50% of its participants are members of the Caesar Rodney School District community:

Supervision and Care of Buildings, Grounds and Furnishings when using Caesar Rodney School District Facilities

Any organization or group using school facilities or grounds shall designate one member of its group as being in charge of and responsible for all actions taken by the group. Adequate supervision must be provided for all facilities used by the public. This is the responsibility of the individual(s) signing the rental agreement, thereby assuming full responsibility. Failure to do so by any public or school organization will be grounds for denial of future facility requests.

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Category III Rental Fee Schedule

A.	Auditoriums: Caesar Rodney High School Additional cost for stage lighting and sound system	\$50.00/hr (Cost includes house lighting)
B.	Cafeteria: Middle Schools Caesar Rodney High School	\$25.00/hr \$25.00/hr
C.	Multi-Purpose Rooms (used as auditoriums, gymnasiums and cafeterias): Elementary Schools Middle Schools	\$25.00/hr \$25.00/hr
D.	Classrooms: All Schools	\$10.00/hr
E.	Gymnasiums: Middle Schools Caesar Rodney High School – Main Caesar Rodney High School – Auxiliary Does not include locker rooms or fitness center	\$75.00/hr \$150.00/hr \$50.00/hr
F.	Athletic Fields: Caesar Rodney High School Stadium Field Does not include use of field house or stadium lighting Additional cost for use of stadium lighting Additional cost for use of field house Caesar Rodney High School Turf Field #2	\$1,000.00/game \$200.00/hr \$100.00/hr \$750.00/game
G.	Tennis Courts: Caesar Rodney High School	\$10.00/hr
H.	Non-Refundable Application Fee: Due upon approval of Rental Application To Be Credited to Rental Charges if applicable	\$25.00

Additional Costs if applicable: The following policies and rates have been established by the Caesar Rodney School District Board of Education for additional costs associated with facility rentals.

Custodial Staff:

Regular	\$25.00/hr
Saturday and overtime on weekdays	\$37.50/hr
Sunday and holidays	\$50.00/hr
Heating and Air Conditioning:	\$15.00/hr
Auditorium Stage Sound and Lighting	\$15.00/hr

Any other operational or special costs that might be incurred will be charged to the renting organization. Organizations charged fees under provisions of this sub-section will be subject to charges for the entire time school district personnel are on duty including preliminary preparation activities, during the actual program or event, and throughout the cleanup period. The district will determine the number of personnel required for an event.

All rental fees and fees equal to the proposed custodial time and all other fees must be paid seven (7) days before the scheduled event. Failure to comply with this time frame will result in cancellation of facilities use agreement.

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

(revised 12/11/99)

The use of school facilities, as limited by Title 14, Chapter 10 § 1056, of Delaware Code, is a courtesy extended by the Caesar Rodney School District to community organizations and groups for organizational activities. We invite and encourage your use of these facilities, and to make this a pleasant experience, we suggest that you read the following guidelines.

Highest priority will be given to school activities, followed by other Caesar Rodney School District activities and then by requests from community or other groups. Within each category, requests will be honored according to the order in which they were received in the school office.

GENERAL RULES AND REGULATIONS GOVERNING USE OF SCHOOL FACILITIES:

- Request for use of school facilities must conform to the school calendar.
- The school administration or the Board of Education may refuse to permit the use of any school facility if it is found to be contrary to school, District, or State policy, or to Title 14, Chapter 10 § 1056 of the Delaware Code.
- All groups permitted to use school property shall be responsible for any damage or theft to or from such property over and above ordinary wear. Any cost incurred to repair or replace damaged property or to replace stolen property will be passed on to the party who was using the facility at the time damage or theft occurred.
- The individual who signs the application form can be held liable for the payment of all fees.
- If the group uses the school during normal school hours and leaves the area of the building in an unsatisfactory manner causing the custodial staff to re-clean the area, the group will be charged for the added custodial time needed to re-clean the area.
- Requests for school equipment may be included on the application; however, neither the school nor the district assume any obligation to supply any equipment. The School/District DOES NOT SUPPLY AUDIO/VISUAL EQUIPMENT. A/V equipment should be supplied by the applicant. Those with special needs may make a special request to the principal.
- Possession or use of alcoholic beverages and/or any controlled substance on school premises is prohibited at all times and will result in loss of user privileges and probable legal action.
- Smoking is not permitted at any time in any building or on any property owned by the Caesar Rodney School District.
- It shall be the responsibility of the officers of the organization requesting the use of the school facilities to enforce all rules and regulations. Any organization violating this requirement is subject to withdrawal of use privileges.
- School authorities must be notified of any cancellations at least 48 hours prior to the scheduled activity; otherwise, charges may be assessed.
- If the group stays longer than the amount of time requested on the application form, additional charges will be assessed to cover district costs (e.g., additional custodial costs).
- The length of this contract will not exceed two months or one sports season at a time.
- Profit making organizations, and non-profit organizations which have national affiliations and normally carry liability insurance, must provide the District with certification stating that the user has liability insurance covering the organization's use of the District Facility. The District must be named as an additional insured on such an insurance policy.

USE OF CUSTODIAL SERVICES: Any organization may be billed for additional custodial services. The Chief custodian will assign approved attendants for each event and will estimate the number of hours to be worked. When this is the case, the applicant should be prepared to pay for custodial services covering no less than 1/2 hour before the event and no less than 1/2 hour after the conclusion of the event. If no custodians are available, the application will be denied.

USE OF FIELDS:

- The Board of Education is committed to maximum community use of school fields and recreational areas consistent with available funds and the security and protection of people and property.
- Fields are normally open during daylight hours.
- The use of dirt bikes, go-karts, snowmobiles, or similar vehicles is prohibited on school property.
- No motor vehicles are permitted on any grass or dirt area.
- All trash and debris must be removed from the playing fields and surrounding areas before the team departs, or additional clean-up charges will be assessed to the group.