

**Application for Use of School Facilities**

<p>_____ requests that the Williamstown Independent Board of                  (Organization)</p> <p>Education grant the privilege of the use of the _____                  (room or building)</p> <p>at the _____ on _____ for the following purpose:                  (school) (date)</p> <p>_____</p> <p>_____</p>
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If this request is granted, this organization agrees to the following:

1. To arrange with the Principal/designee of the school for scheduling the time that the building may be used. It also is understood that the Principal may cancel the use of the room or building at any time such use interferes with regular school activities.
2. That this organization shall be legally responsible for any and all damage to the school building, grounds or facilities resulting from their use by this organization.
3. If required, the requesting organization must procure sufficient liability insurance to indemnify the Board, school officers, and employees for any injuries or property damage that might occur during the organization's use of the school facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of this insurance certificate shall be filed with the Board prior to the date the organization uses the building.
4. To hold harmless the Williamstown Independent Schools from all loss, damage, liability or claims arising out of the "users" operations or use of the premises, except to the extent same are caused by negligence or misconduct of the School District.
5. To pay the deposit fee of \$ \_\_\_\_\_ for the use of \_\_\_\_\_.  
 (rate) (facility)

Custodians will be assigned as needed and at not less than their regular hourly rate of regular overtime pay beginning thirty (30) minute before and ending one (1) hour after the event or whenever the facility is needed, in order for school the next day. Food service staff will be paid for time spent in preparing, serving and after banquet kitchen clean-up. (See 05.3 AP.1.)

- Payment for school employees also will include the expense of benefits (social security, retirement and matching retirement) paid by the Board as required by law.
6. To provide necessary equipment. In the case of the gymnasium, the organization agrees to provide uniforms and shoes and to permit on the gym floor only persons wearing the quality of shoes that will not mark the floor.
  7. To leave the building in good condition.
  8. To abide by the rules and regulations of the school. Disregard of the rules and regulations governing use of the school buildings and facilities shall result in the refusal of the Board to grant the offending organization further use of said facilities.
  9. Applicant organization agrees not to sublease property.
  10. The use of drugs or alcoholic beverages is prohibited by federal and state law and Board policy. Smoking is prohibited in all District facilities.
  11. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

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Are sales to be conducted on school premises?  Yes  No

If yes, give a complete description of what is being sold, when the sale will e held, and what the proceeds will be used for:

ITEMS TO BE SOLD	DATE OF SALE	USE OF PROCEEDS

\_\_\_\_\_  
(Signature of Person in Charge)

APPROVED: \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Name of Requesting Organization)

APPROVED: \_\_\_\_\_  
(Superintendent)

\_\_\_\_\_  
(Address)

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Date)

**NOTE:** Please complete this form in duplicate, and submit both copies to the School Principal/designee for approval. If request is approved, one (1) copy will be returned. If it is not approved, both copies will be returned.

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**EMPLOYEE SCHEDULE**

A school custodian/or a Board designee employee, is required to be on duty at all times when a building or a section of the building is being used. The rental charge is to include the hourly wage of the custodian(s) plus social security and retirement as required by statute. If the custodian is employed beyond the normal workweek, overtime wages shall be paid. The time employed must include “clean up” time after the group leaves the building in order to have the facility prepared for student use.

**FOOD SERVICE SCHEDULE**

When food service is required, the cafeteria manager shall make the arrangements as to food procurement and food service personnel to work. The staff that is required to work shall be paid the 150% hourly wage plus social security and retirement as required by statute. Time employed shall include time for preparing, serving and cleaning after the meal. The facility fee will be waived for groups contracting with Williamstown School Food Service staff for catered meals. However, the deposit will still be required but will apply toward banquet charges. Food service charges will include labor, cost of food and supplies, and miscellaneous costs.

**FACILITY SCHEDULE**

DEPOSIT	FACILITY
\$100	Gym II - \$100 per 3 hours. \$25 per hour for additional hours.
\$100	High School Gym - \$100 per 3 hours \$25 per hour for additional hours.
\$100	School Cafeteria and Kitchen-\$100 per 3 hours \$25 per hour for additional hours.
\$50	Classroom - \$25 per 3 hours. (Usage at discretion of building Principal)

Review/Revised:7/11/11