

**SOUTH PARK SCHOOL DISTRICT
REQUEST FOR FACILITIES or EQUIPMENT USAGE**

(Use black ink only to complete form)

All requests for the use of school property must be made (in writing only) and must be submitted, a minimum of four-weeks prior to the event date, to the office of the Activities Coordinator located at the High School.

Name of Organization _____

Person Requesting Facility _____ Title _____

Street _____ City _____

E-mail _____ Home/Work/Cell Phone _____

Signature _____ Date _____

- I understand the District will not be responsibility for any accidents, losses, or damages occurring to individuals or property associated with the activities of my organization. I agree to comply with this policy and rules of the District, and will be responsible for repair of damages to school property resulting from activities of the organization I represent.
- Facilities may be used by groups when a representative of the District is ON SITE at all times of use; cost for this employee(s) is at the group's expense. District administration will determine the number of District staff needed for each event.
- Organization approved for use is responsible for clean up & trash removal. Cost for custodians/maintenance providing additional clean up & trash removal in area of use will be deducted from deposit or billed to the organization.

FACILITY REQUESTED

School _____ Room/Area* _____

Day(s) of the Week _____ Date(s) _____

Day(s) of the Week _____ Date(s) _____

Start Time _____ End Time _____

(If you need to come in earlier to "set up", list the "set up" time): _____

Purpose of Meeting/Event _____

Estimated Attendance _____ Admission Charge \$ _____

(Any organization that charges admission fees, solicits donations, or sells any items for profit will be subject to the fee schedule for use of facilities)

***Please note: See Condition 13 regarding kitchen use. Costs will be incurred by organization. Kitchen is not to be used if not requested on this Usage Form or if a District kitchen employee is not present.**

NO EQUIPMENT, SUPPLIES OR PERSONNEL ARE PROVIDED UNLESS PRE-ARRANGED & LISTED

Use of School District Equipment Needed (enter **quantity** of tables, chairs, etc. & attach a set-up diagram)

Tables _____ Chairs _____ Podium _____ Microphone _____ Projector/Screen _____

Approved: A.D./Activities Coordinator: _____ Date _____

Approved: Maintenance/Facilities Director: _____ Date _____

Approved: Food Service Director: _____ Date _____

Approved: Technology Director: _____ Date _____

Day(s) of the Week _____ Date(s) _____

Day(s) of the Week _____ Date(s) _____

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SOUTH PARK SCHOOL DISTRICT FACILITY USAGE GUIDELINES

Any organization or group requesting the use of school facilities shall make such request in writing using black ink (none verbally) and shall submit the appropriate Facility Usage Request Form for the necessary approvals to the office of the Activities Coordinator at the High School, setting forth the conditions of use of the buildings & grounds.

NO ONE is permitted on District property or to use any facility unless their Facility Usage Form is completed and forwarded to the custodial staff and their activity, event, practice, etc. appears on the daily or weekly calendar or if the custodian is instructed to do so by their direct supervisor.

The organizations "responsible official" signing the Usage Form will be required to see that all conditions for the use of the District's facilities are met. And the "responsible official" guarantees their organization to be liable for all damage to school property which results from the actions of any person entering the premises during their event. The organization will pay the cost of repair and replacement of all damaged property.

1. Any school sponsored activity & their booster organizations (sport, drama, band, etc.) on any level (High School, Middle School, Elementary Center) will have priority status regarding use of District facilities. No rental fee will be assessed to these groups*.
2. Any youth group or recreation program (Boy Scouts, youth soccer, basketball, etc.) that is comprised of 100% residents of South Park Township will be given second priority usage of District facilities.
3. Any other group must consist of at least 50% residents of South Park Township. They will be assigned third priority usage of District facilities and will pay all applicable rental fees.
4. The South Park School District shall always be afforded the discretion to grant or deny access to any facility. Any activity or usage that the District deems to be potentially damaging to District property, dangerous or inappropriately supervised will be denied access or cancelled.
5. NO food or drinks are permitted in any gym, auditorium or classrooms. Food & drinks are only permitted in the cafeterias, hallways and Consumer Sciences rooms. **The organization MUST post a person at all entrances of gyms & auditoriums to guarantee enforcement of NO food or drinks entering these areas.**
6. Every organization must provide **at least one (1) hallway and restroom monitor (more for larger events).**
7. Rental fees, when applicable, are for a two (2) hour minimum and shall be paid two (2) weeks in advance to the Activities Coordinator. Fees are non-refundable. These fees are in addition to the one (1) mandatory minimum District custodian/maintenance employee required to be on site during the event (more for larger events).
8. All large spectator groups are required to provide parking lot attendants and police at the expense of the organization.
9. Groups requesting the facilities for fund raising purposes must first receive approval from the Board of School Directors.
10. Basketball courts are to be used for basketball, volleyball and wrestling tournaments only-appropriate shoes must be worn.
11. All groups requesting use of facilities, stadium & fields is responsible for cleanup upon completion of use. Trash cleanup and proper disposal is the responsibility of the organization. Failure to provide cleanup & disposal will result in District performing the cleanup up and trash removal at the group's expense and the organization being charged for the District's cost of cleanup and future use of District facilities may be denied. All athletic field users must provide trash cleanup of all fields, bleachers, track, etc. and provide proper disposal in the District dumpsters.
12. **All Requests for Facility Usage must be submitted a minimum of four (4) weeks prior to date requested. Requests must be at least ninety (90) days in advance of larger events.**
13. A District Certified Food Services staff member is **REQUIRED** to oversee any kitchen usage. All groups requesting use of kitchen or kitchen equipment must bear the cost for this service—four (4) hour minimum.

**SOUTH PARK SCHOOL DISTRICT
USE OF SCHOOL FACILITIES - RENTAL FEE SCHEDULE**

Category A: School Sponsored Activity, School Support Groups (i.e. boosters, PTA's, etc.)

Category B: Youth Groups, Recreation Programs & Their Support Groups, Must Be 100% South Park Township Residents (i.e. youth basketball/soccer/football, boy scouts, etc.)

Category C: Any Other Group (min. 50% South Park Township residents), Must Pay Rental Fees

	CATEGORY A*	CATEGORY B*	CATEGORY C*
	RENTAL FEE		
SOUTH PARK HIGH SCHOOL*			
Main Gym (w/o bleachers or locker rooms)	No Charge	No Charge	\$100
Main Gym (with bleachers and/or locker rooms)	No Charge	No Charge	\$200
Aux. Gym	No Charge	No Charge	\$100
Swimming Pool	No Charge	No Charge	\$300 + \$300 dep.
Cafeteria	No Charge	No Charge	\$100
Cafeteria & Kitchen*	No Charge	No Charge	\$150
Auditorium	No Charge	No Charge	N/A
Classroom	No Charge	No Charge	\$50
SOUTH PARK MIDDLE SCHOOL*			
Gym (w/o bleachers or locker rooms)	No Charge	No Charge	\$100**
Gym (with bleachers and/or locker rooms)	No Charge	No Charge	\$200
Cafetorium	No Charge	No Charge	\$100
Cafetorium & Kitchen*	No Charge	No Charge	\$150
L.G.I.	No Charge	No Charge	\$50
Classroom	No Charge	No Charge	\$50
Soccer Field	No Charge	No Charge	\$50
Softball Field	No Charge	No Charge	\$50
SOUTH PARK ELEMENTARY CENTER*			
Gym	No Charge	No Charge	\$100**
Cafetorium	No Charge	No Charge	\$100
Cafetorium & Kitchen*	No Charge	No Charge	\$150
Classroom	No Charge	No Charge	\$50
Baseball Field	No Charge	N/A	N/A
SOUTH PARK EAGLE STADIUM*			
Athletic Field (w/o lights)	No Charge	\$500 deposit	\$500 + \$500 dep.
Athletic Field (with lights)	No Charge	\$250 + \$500 dep.	\$750 + \$500 dep.
Concession Stand	No Charge	No Charge	\$50

*Custodial, cafeteria employee fees, etc. are additional.

*Any organization that charges admission or fees, solicits donations or sells any items for profit will be subject to the rental fee schedule.

**If renters are all South Park Community members and requesting multiple usage days, the rental fee will be \$50.