



APPLICATION AND AGREEMENT FOR USE OF SCHOOL BUILDING/EQUIPMENT

1. Application on behalf of \_\_\_\_\_
Name of Organization Requesting Usage

Starting Date \_\_\_\_\_ Termination Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

2. Purpose of organization: \_\_\_\_\_

3. Purpose for which facility is to be used: \_\_\_\_\_

4. Person in charge: \_\_\_\_\_ Email Address \_\_\_\_\_

5. Person supervising and available during event: \_\_\_\_\_ Phone # during event \_\_\_\_\_

6. Building requested: \_\_\_\_\_

- 7. Check (X) facility needed (Please see fee form):
Elementary/Intermediate/Middle/High School Gym
Auxiliary Woodside, Middle & High School Gym
Cafeteria/Kitchen (Kitchen Use Request Form, #830 Exhibit 4, Required for Kitchen Only)
Classroom
Large Group Area
Conference Room
Little Theater

8. Outside facilities: See #830 Exhibit 2, Application for Use of District Grounds/Fields

9. Equipment: (Rental rates per use per day) Equipment Use Fee: Check (X) equipment needed: (Available for public use in buildings only) (Please see fee form)

Table with 2 columns: Standard Set-Up (Chairs, Tables, Coat Racks) and Fee-Based Equipment/Services (Chair Set Up, Tables Set Up, Scoreboard, Standards Net, Screens, Projectors, Piano, Public Address System, Speaker's Lectern, Wrestling Mats Moved).

Other requirements including safety and/or security considerations in the building. Be specific.

10. Custodial and Cook Rates:

Cooks: \$ \_\_\_\_\_ /hour with a minimum of \$ \_\_\_\_\_ paid for each occasion employed. If a cook is needed by an organization for an outside activity, the organization is responsible to reimburse the District for the amount designated above.

Custodians: Monday-Friday \$ \_\_\_\_\_ per hour
Saturday, Sunday and holidays \$ \_\_\_\_\_ per hour with a minimum of 4 hours, or \$ \_\_\_\_\_

11. Admission Charge: Yes \_\_\_\_\_ No \_\_\_\_\_

12. The undersigned applicants certify that they are in compliance with state statute 118.293, if applicable, requiring notification regarding concussion information. Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

The undersigned applicants agree to abide by all rules and regulations adopted by the Board of Education governing the use of buildings and to see that the same are carried out and obeyed by others, said rules & regulations being made a part and portion hereof by reference; to assume responsibility for and to make good any damage done to the buildings or equipment during the period of rental; to indemnify the Hamilton School District from any damages arising out of the use of any of the school facilities controlled by said Board, pursuant to the foregoing application or any modification thereof.

Proof of Insurance Plan - Yes \_\_\_\_\_ No \_\_\_\_\_

There is an Automated External Defibrillator located at each site - PLEASE NOTE:

- 1. NO untrained personnel are to use this equipment.
2. The District does NOT provide trained staff to operate this equipment for community use of facilities.

Signed \_\_\_\_\_ Phone \_\_\_\_\_
Print Name \_\_\_\_\_ Title \_\_\_\_\_
Mailing Address \_\_\_\_\_

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the BOARD OF EDUCATION, HAMILTON SCHOOL DISTRICT, and/ or BUILDING PRINCIPAL

APPROVED BY \_\_\_\_\_, BUILDING PRINCIPAL/DESIGNEE

ACKNOWLEDGED BY \_\_\_\_\_, MANAGER OF BUILDINGS AND GROUNDS

**Hamilton School District  
Application and Agreement for Use of School Building/Equipment**

830-Exhibit 1

APPROVED: August 16, 2004  
REVISED: July 18, 2005  
REVIEWED: June 19, 2006  
August 18, 2008  
REVISED: August 19, 2013  
April 20, 2015  
March 20, 2020

**Please note:**

**Facilities and Equipment Use Rules** (Excerpt from Board Policy #830-Rule (1), Community Use of School Facilities)

- A. Activities will be confined to the scheduled time as stated in the request.
- B. Groups and spectators must confine their activities to the areas scheduled.
- C. The custodians will not open any rooms or areas except those specifically approved on the permit or by permission of the principal.
- D. Exterior doors must remain locked until the adult leader of the activity or committee in charge arrives.
- E. No decorations or scenery shall be put up, or pianos or other furniture moved, unless special permission has been granted.
- F. The use of any equipment which may damage the floor or building is prohibited.
- G. Wax or any special floor dressing shall not be used by any group using the gymnasium or auditorium.
- H. Candles and other open flame may not be used in school facilities unless permission is obtained from the principal and such use is authorized by state laws and regulations.
- I. Groups are responsible for compliance with state sales tax as applicable.
- J. **Conduct by Facility Users**
  - 1. Use of or the sale of intoxicants or controlled substances will not be permitted on school grounds at any time or under any circumstances. Users who violate this rule shall be denied facility usage and face possible legal intervention.
  - 2. Smoking or use of cigarettes or any other tobacco or nicotine products (as defined by state law) including smokeless tobacco, or look-alike cigarettes and e-cigarettes will not be allowed on school property.
  - 3. Possession of weapons or look-alike weapons is prohibited except as permitted by Board Policy and Section IV-C-6 of this rule.
  - 4. Food and non-alcoholic beverages may be consumed only in specified areas as approved by the principal.
  - 5. Nothing shall be sold, given, exhibited or displayed in school facilities without permission.
  - 6. When district gymnasiums are to be used for physical activities, only persons with approved rubber-soled shoes are allowed on the gym floors. Failure to comply with this stipulation could obligate the user to pay all costs incurred for returning the floor condition to its proper state.
  - 7. Any youth athletic activity covered by section 118.293 that is required to provide concussion and head injury information shall provide evidence of compliance with the statute to the building principal/designee prior to beginning use of the facility.

## Hamilton School District Facility Use Fee Schedule

Large Elementary/Middle/High School Gym Floor	_____ \$550.00/8 hrs.	_____ \$ 150.00/2 hrs.
Intermediate School Gym		
1 court	_____ \$375.00/8 hrs.	_____ \$ 100.00/2 hrs.
2 courts	_____ \$550.00/8 hrs.	_____ \$ 150.00/2 hrs.
3 courts	_____ \$750.00/8hrs.	_____ \$ 200.00/2 hrs.
Small Elementary (Willow, Marcy)/Auxiliary Middle & High School Gym Floor & Woodside/Maple Multi Room	_____ \$186.00/8 hrs.	_____ \$ 47.00/2 hrs.
Cafeteria:		
High School and Middle School	_____ \$200.00/8 hrs.	_____ \$ 50.00/2 hrs.
Intermediate School	_____ \$375.00/8 hrs.	_____ \$ 100.00/2 hrs.
Classroom	_____ \$100.00/8 hrs.	_____ \$ 25.00/2 hrs.
Locker Room	_____ \$ 75.00/8 hrs.	_____ \$ 20.00/2 hrs.
Little Theater	_____ \$200.00/8 hrs.	_____ \$ 50.00/2 hrs.
Custodial Rate	Updated Annually	
Custodial Overtime Rate	Updated Annually	
Custodial Charge Sunday/Holiday	Updated Annually	
Cooks	Updated Annually	
Snow Removal during non-school hours	_____ \$250.00	

NOTE: Requests for temperature adjustments (i.e. air conditioning), computer tech support, and weather accommodations (i.e. snow plowing) during non-school hours may result in additional fees.

Daily Equipment Use Fee: Check (X) equipment needed: (Available for public use in buildings only)

Screens	_____ \$ 6.00
Projectors (Overhead)	_____ \$ 15.00
Piano (excluding HFAC grand piano)	_____ \$ 30.00
Public Address System	_____ \$ 50.00
Public Speaker's Lectern w/Mic.	_____ \$ 10.00

Chairs - Number	_____ No Charge (Set up at custodial rate optional)
Tables - Number	_____ No Charge (Set up at custodial rate optional)
Coat Racks - Number	_____ No Charge (Set up at custodial rate optional)
Standard Net (Volleyball, Badminton)	_____ \$ 3.00 each
Scoreboard(s) - Number	_____ \$10.00 each

All time after 8 hours is billed in 2-hour increments.

Effective 7/1/05

Revised 12/7/05,6/06,7/08,3/15,10/2020