



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

Level 1 - Hamilton School District Groups

- Co-curricular athletics run by the Hamilton School District
- Co-curricular activities run by the Hamilton School District
- School parent group organizations (ie Home and School, PTO)

Level 2 - District Feeder Programs, Boosters and Scouts

- Junior Chargers - league play and practices (excludes camps and clinics when a fee is charged)
- Booster clubs
- Scout troops

Level 3 - Community-Based Youth Groups (nonprofit or profit organizations)

Such as but not limited to:

- Village of Sussex Park and Recreation Department
- Sussex Lions flag football
- Sussex Tops Soccer
- Hamilton community youth feeder programs - camps and clinics run by coaches and advisors when a fee is charged

Level 4 - All Other Groups

- For profit organizations or activities
- Out of district youth groups (nonprofit or profit)
- Adult nonprofit or profit groups

	Level 1	Level 2	Level 3	Level 4
Elementary Schools	Rental Rate Per Hour			
Gym	N/C	N/C	\$25	\$50
Cafeteria	N/C	N/C	\$25	\$50
Multi-purpose Room	N/C	N/C	\$25	\$50
Classroom	N/C	N/C	\$15	\$25
Silver Spring Intermediate School	Rental Rate Per Hour			
Gym - 1 court	N/C	N/C	\$50	\$100
Gym - 2 courts	N/C	N/C	\$75	\$150
Gym - 3 courts	N/C	N/C	\$100	\$200
Cafeteria	N/C	N/C	\$50	\$100
Classroom	N/C	N/C	\$15	\$25
Locker Room	N/C	N/C	\$10	\$20
Templeton Middle School	Rental Rate Per Hour			
Gym - Auxiliary	N/C	N/C	\$25	\$50
Gym - Main	N/C	N/C	\$75	\$150
Cafeteria	N/C	N/C	\$25	\$50
Classroom	N/C	N/C	\$15	\$25
Locker Room	N/C	N/C	\$10	\$20

	Level 1	Level 2	Level 3	Level 4
Hamilton High School	Rental Rate Per Hour			
Gym - Auxiliary	N/C	N/C	\$25	\$50
Gym - Main	N/C	N/C	\$75	\$150
Cafeteria	N/C	N/C	\$25	\$50
Little Theater	N/C	N/C	\$25	\$50
Locker Room	N/C	N/C	\$10	\$20
Classroom	N/C	N/C	\$15	\$25
Athletic Fields	Rental Rate Per Hour Per Unit			
Tennis Court (per court)	N/C	\$10	\$15	\$20
Baseball/Softball Diamond (each - not lined)	N/C	\$25	\$50	\$100
Athletic Practice Field (each - not lined)	N/C	\$25	\$50	\$100
Services	Rental Rate Determined by Category			
Snow Removal - non-school hours (per day)	\$250/day	\$250/day	\$250/day	\$250/day
Custodial Overtime Rate*	\$52/hour	\$52/hour	\$52/hour	\$52/hour
Room Set Up Charge (Custodial Overtime Rate)	\$52/hour	\$52/hour	\$52/hour	\$52/hour
Athletic Field Lining (per field)	\$150/field	\$150/field	\$150/field	\$150/field
District Nutritional Services Employee Rate*	\$25/hour	\$25/hour	\$25/hour	\$25/hour
Equipment	Rental Rate Per Day			
Screens	N/C	N/C	\$6	\$6
Overhead Projector	N/C	N/C	\$15	\$15
Piano (excluding HFAC grand piano)	N/C	N/C	\$30	\$30
Public Address System	N/C	N/C	\$50	\$50
Public Speaker's Lectern w/ Microphone	N/C	N/C	\$10	\$10
Standard Net (Volleyball, Badminton)	N/C	N/C	\$3	\$3
Scoreboard (each)	N/C	N/C	\$10	\$10
Chairs (each) *Set up fee may apply	N/C	N/C	N/C	N/C
Tables (each) *Set up fee may apply	N/C	N/C	N/C	N/C
Coat Rack (each) *Set up fee may apply	N/C	N/C	N/C	N/C

*Custodial and Nutritional Service hourly rates subject to change