APPLICATION FOR USE OF SCHOOL FACILITY

This form is to be completed and returned to the principal of the school facility you are requesting ONE MONTH BEFORE the date desired. Before completing the form, please read a copy of the “Use of District Facilities”. After processing, one copy of the application indicating the status of the request will be returned to the applicant.

Please Print and Press Firmly

Organization_________________________________________ Phone__________________ Date____________

Building Requested ____________________________ Area Desired ____________________________

Date Requested ____________________________ Time Requested ____________ Day of the Week ____________

Specific use of Facility ____________________________________________________________

Internal Revenue Service Exemption Number ____________________________ Anticipated Attendance ____________________________

Will Admission Be Charged? (Y/N) ____________ Will There Be Monetary Gain? (Y/N) ____________

AGREEMENT

*In consideration for permitting ____________________________ (“the Organization”) to use the buildings, grounds and/or facilities (the ”Premises”) of the District on _______________________, the undersigned duly authorized officer or representative of the Organization agrees, for and on behalf of the Organization, that Organization shall be responsible for all damage or loss to the Premises, the school building and any other property of the District when such loss or damage results from the acts or omissions of Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs. Organization releases and shall indemnify and hold the District harmless from any claim or liability, including costs and attorneys’ fees in defense thereof, for or premised upon (a) work done to the Premises at Organization’s request, (b) failure of Organization to comply with and perform its obligations under this Agreement, and (c) property damage or personal injury (i) occurring on or about the Premises during use by Organization, or in connection with or as a result of Organization’s use and activities, (ii) resulting from the acts or omissions of Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs, or (iii) to Organization, its agents, employees, contractors, licensees, invitees or guests, or participants in its programs. The obligation to release and indemnify includes the duty to release and indemnify the District and its agents for the negligence of the District and/or its agents. Organization shall procure and maintain comprehensive public liability insurance and workman’s compensation insurance in amounts and with carriers reasonably acceptable to District, and naming District as an insured. Organization acknowledges and agrees that the time and location of the Premises are subject to reasonable change in the discretion of the District. Organization acknowledges and agrees that other priority usage or unavailability of the Premises or a reasonable substitute may lead to the Premises not being made available to the Organization, and that this agreement will thus terminate without recourse.

Contact for Organization ____________________________ Contact Email Address ____________________________ Fax ____________________________

Street ____________________________ City ____________________________ State ____________________________ Zip ____________________________

ACKNOWLEDGED AND AGREED:

______________________________

By: ____________________________

Its: ____________________________ and authorized agent

______________________________

Print Name of Contact Person Attending Function*

Signature of Contact Person Attending Function if different from authorized agent

*Contact person must attend function

Form # 222 (January 2012)
Please provide a description of requirements for day of event below. This section MUST be completed by User at the time of request.

Principal’s Approval ___________________________________________ Date ____________

Chief Custodian’s Acknowledgement of Requirements ______________________________ Date ____________

COST ESTIMATES: (see separate page outlining charges)

Usage Fee $___________ If Charging to School budget Custodial Overtime

Hours __________________________ Enter Code ____________

Total Cost Estimate $ __________________________

Approved __________________________ Not Approved ____________ Date ____________

Manager, Facilities Operations & Maintenance

A COPY OF THIS FORM MUST BE AT THE SITE THE USER MUST SIGN OFF ON THE DAY OF THE EVENT

DAY OF EVENT USER SIGN-OFF

I have reviewed, inspected and approved the Premises for all purposes:

__________________________________________ Date __________________

Signature of Contact Person Attending Function

Form # 222 (January 2012)
### All Christina School District

**School Sponsored or School Affiliated Organizations**
- **Bancroft Elementary**
- **Bayard Elementary**
- **Brader Elementary**

1. **Employee Organizations**
   - Brookside Elementary
2. **P.T.A. - C.A.C.**
   - Christiana High
3. **Athletic Boosters**
   - DSD
4. **Band/Music Boosters**
   - Jones Elementary
5. **Adult Education Groups**
   - Douglass
6. **Evening School Classes**
   - Downes Elementary
7. **Boy, Girl & Cub Scouts**
   - Pyle Academy
8. **Student Clubs/Organizations**
   - Gallaher Elementary
9. **Junior Achievement**
   - Gauger Cobbs Middle
    - Glasgow High
11. **Political Organizations**
    - Keene Elementary
12. **N.C.C., Wilmington, Newark Parks & Rec.**
    - Kirk Middle
13. **Civic Organizations**
    - Leasure Elementary
14. **Garden Clubs**
    - Maclary Elementary
15. **Community Service Organizations**
    - Marshall Elementary
16. **Swim Clubs (Meetings Only)**
    - McVey Elementary
    - Newark High
18. **Educational Groups**
    - Oberle Elementary
19. **Community Sponsored/Recreational Programs Open to All Youth**
    - Pulaski Elementary
20. **Children & Families First - Groups with Eastside Community School**
    - Smith Elementary
21. **Henrietta Johnson Medical Center**
    - Stubbs Elementary

**Outside Recreation Areas**
- $100 per day for profit making organizations.

### FEE SCHEDULE

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>CLASS A</th>
<th>CLASS B</th>
<th>CLASS C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Auditorium (Stage &amp; Dressing)</strong></td>
<td>$160</td>
<td>$135</td>
<td>$95</td>
</tr>
<tr>
<td><strong>Auditorium (Practice &amp; Rehearsal)</strong></td>
<td>$160</td>
<td>120</td>
<td>65</td>
</tr>
<tr>
<td><strong>Gymnasium (Full)</strong></td>
<td>160</td>
<td>120</td>
<td>65</td>
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<tr>
<td><strong>Gymnasium w/ Locker Room</strong></td>
<td>180</td>
<td>145</td>
<td>95</td>
</tr>
<tr>
<td><strong>Cafeteria (Dining Area)</strong></td>
<td>125</td>
<td>95</td>
<td>65</td>
</tr>
<tr>
<td><strong>Cafeteria (Dining Area w/ Kitchen)</strong></td>
<td>160</td>
<td>125</td>
<td>95</td>
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<tr>
<td><strong>Library</strong></td>
<td>90</td>
<td>75</td>
<td>25</td>
</tr>
<tr>
<td><strong>Classroom/Special Rooms/Small Rooms</strong></td>
<td>60</td>
<td>45</td>
<td>18</td>
</tr>
</tbody>
</table>

**Outside Recreation Areas**
- $100 per day for profit making organizations.

**Personnel Services (Custodial and Child Nutrition Services)** are separate from the Fee Charge Schedule and are as follows:
- $40 per hour for each custodian or cafeteria person Monday - Saturday
- $50 per hour on Sunday and Holidays

**District Pool or Stadiums are not available for outside use**