

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

**CHRISTINA SCHOOL DISTRICT**  
Eden Support Services Center  
Facilities Operations & Maintenance Department  
925 Bear Corbitt Road  
Bear, DE 19701

**APPLICATION FOR USE OF SCHOOL FACILITY**

**PLEASE NOTE**  
24-Hour notice of  
cancellation is  
required to avoid  
charge for building  
requested

**PLEASE NOTE**  
For Cancellation  
please call:  
(302) 454-2400 then  
press 8

**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:  
[organization name in all caps]

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

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 \_\_\_\_\_ Hrs. 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:

\_\_\_\_\_  
Signature of Contact Person Attending Function Date \_\_\_\_\_

**GROUP IDENTIFICATION**  
**GROUP 1 - FREE USE OF FACILITIES**

**CHRISTINA SCHOOL DISTRICT**  
**SCHOOL CLASSIFICATION**

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

**CHRISTINA SCHOOL DISTRICT**  
**CHARGES FOR USE OF SCHOOL FACILITIES**  
**FEE SCHEDULE**

	CLASS A		CLASS B		CLASS C	
	RATE 3 HRS	Each Addl Hour	RATE 3 HRS	Each Addl Hour	RATE 3 HRS	Each Addl Hour
Auditorium (Stage & Dressing)	\$160	\$55	\$135	\$45	\$95	\$25
Auditorium (Practice & Rehearsal)	160	55	120	40	65	25
Gymnasium (Full)	160	55	120	40	65	25
Gymnasium w/ Locker Room	180	60	145	45	95	25
Cafeteria (Dining Area)	125	45	95	30	65	18
Cafeteria (Dining Area w/ Kitchen)	160	55	125	45	95	25
Library	90	30	75	25	25	12
Classroom/Special Rooms/Small Rooms	60	20	45	15	18	12
Outside Recreation Areas	- \$100 per day for profit making organizations.					
Individuals or organizations requesting the use of any district auditorium, gymnasium, outside athletic areas, or cafeteria for programs that charge admission	400	100	310	75	250	50

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**