

Application for Use of Buildings

Application Process

1. Facility Use Information

Complete all portions describing the activity fully.

- a. **Hours of Use** – All activity participants must comply with the hours of use and vacate the facility at the time noted on the permit. Additional time will result in additional fee assessment.
- b. **Accessibility** – Not all areas of all buildings are ADA accessible. It is the responsibility of the applicant to inquire at the site to determine accessibility of both the building and the specific area requested for the activity.
- c. **Safety Awareness** – The permit holder and those working with the activity should familiarize themselves with the fire exits and location of the extinguishers. Exits must not be blocked. Chairs and tables should not exceed the limits of the space and should not be placed in aisles or doorways. If extension cords are used, they must not pose a safety hazard that would cause someone to trip or fall.
- d. **Cafeteria Use** – If kitchen facilities are requested for the purpose of preparing or heating food, a nutrition services employee must be on site to supervise the use of the equipment. The cafeteria may assess separate fees.
- e. **Limitations** – Alcohol, drugs, tobacco, gambling and weapons are not permitted in district buildings or on district grounds. Food and beverages are allowed only in designated areas. Food is not allowed in school gyms, auditoriums or computer labs. Advertising or sale of merchandise in school buildings or on the school grounds is prohibited. District facilities may not be used for commercial purposes.

2. Fee Payment Information

- a. **Application Fee** – Rental fees will be assessed for all activities that are not an extension of the school program. Fee information can be obtained by contacting the principal. Payment in full, must be made upon receipt of the invoice. Facility reservation is not guaranteed until the invoice payment has been submitted to the business office.
- b. **Cancellation of User Groups** – Notice of cancellation must be made to the principal at least 3 days prior to the event.
- c. **Cancellation by Jewell School District** – If cancellation by the district is necessary due to a school activity, every effort will be made to relocate the activity. Rental fees will be refunded if the activity cannot be moved to another location.

3. Terms of Use

- a. **Supervision** – The applicant agrees to supervise and accept responsibility for the activity and conduct of all participants in compliance with school district regulations/conditions of use listed on pages 1 and 2 of this application. In the absence of a school administrator, the custodian has authority to enforce compliance with the regulations,
- b. **Liability** – The applicant agrees, by signature, to assume liability for damages that occur as a result of the activity. Damage costs will be billed to the permit holder.
- c. **Violations** – Violations of building use procedures will be subject to cancellation of the use permit and restriction of future use.
- d. **Authorization** – The building administrator must approve and sign the application. Unsigned forms will be returned.

Facility Use Information	
Building/Facility:	Dates of Use:
Describe Activity Fully:	Time Requested: _____ to _____
Total attendance (Participants and Audience)	Will Activity Involve Concession Sales? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will a fee be charged for the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No Amounts \$ _____	
Indicate Accommodations Requested <input type="checkbox"/> Field <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Track <input type="checkbox"/> Classroom <input type="checkbox"/> Shower Room <input type="checkbox"/> Library <input type="checkbox"/> Auditorium <input type="checkbox"/> Restroom <input type="checkbox"/> Kitchen <input type="checkbox"/> CPU Room <input type="checkbox"/> Parking Lot <input type="checkbox"/> Stadium <input type="checkbox"/> Stage Room	Equipment Requested <input type="checkbox"/> PA System <input type="checkbox"/> Computer <input type="checkbox"/> Piano <input type="checkbox"/> Projector <input type="checkbox"/> Score Board <input type="checkbox"/> Other _____ <input type="checkbox"/> Risers
Terms of Use	
<p>I agree to monitor and control the conduct of persons in and about the building associated with my use and pay for any damage beyond ordinary wear and tear which may occur to this school property as a result of my use. I will carefully inspect the building prior to my use and determine if it is configured and equipped so as to be safe for my use and the persons who will be in the facility because of my use. I further agree that the school property will be used in accordance with rules and regulations of the School District, and that I shall defend and hold the School District harmless from and against claims arising from my use of the premises. I understand that the District reserves the right to cancel this permit for school purposes or for other priority reasons. I understand and agree to the terms of use described above/and the Application Process section of this application.</p>	
_____ Signature of Responsible Party	_____ Printed Name
_____ Address	_____ Date of Application
_____ City	_____ Residence Telephone
_____ State	
_____ Zip	
_____ Name of Organization	_____ Business Telephone
Approval Signature: Submit application to building administrator - applications not signed will be returned	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Projected Cost
_____ Building Administrator/Principal	Custodial Time _____
_____ Date	Other Cost _____
	Total Cost _____