

# Stockbridge School District Facilities Request

Complete and submit to the Main Office.

Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Activities Planned (be specific): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Facility(s) Requested: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Do you need the doors set to unlock: \_\_\_\_\_ Yes \_\_\_\_\_ No

Doors Open: \_\_\_\_\_ Time Doors Close: \_\_\_\_\_

\*Fee: \$ \_\_\_\_\_

List of equipment/requests needed: \_\_\_\_\_

In signing this application the applicant agrees to be bound by the terms and conditions on the reverse side of this application.

Signature of Applicant: \_\_\_\_\_

-----  
(For Office Use Only)

Application:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

#### Insurance Coverage:

The School District's public liability insurance does not provide protection for the activities and property of any outside organization permitted to use the facilities of the school district. Therefore, the School District is not responsible for any bodily injuries or damage to or loss of property arising out of the activities of any group that is not sponsored by the School District.

#### General Provisions:

1. The Board of Education shall be notified of building use of a unique nature.
  2. Each organization or individual contracting to use District facilities will be held responsible for proper treatment of equipment and building and for the proper conduct of spectators and/or participants.
  3. Activities staged and operated in a district building shall not be permitted unless a custodian, authorized school employee or a non-employee approved by the principal is present at all times while people are present in the building. This individual shall be responsible for opening, closing, lighting, security and cleanliness of the building and will provide necessary custodial services for persons within the building. This individual will not serve as a supervisor for the organization using the building unless express permission is given by the principal for this purpose.  
  
The applicant and sponsoring organization using the facility will be responsible for all property damage and claims done to the building and/or grounds as denoted in the attached signed agreement.
  4. All expenses incurred for the use of the facilities shall be borne by the user in accordance with the fee schedule and notations made on the application document.
  5. 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 segment of the policy shall run the risk of having future applications for building/facility usage denied.  
  
Smoking or use of smokeless tobacco will not be allowed in any area within the school building or on school premises.
  6. The Board reserves the right to adjust or suspend the rate schedule when mitigating circumstances of individual applicants indicate such modification is in order.
- 

### **District Facility Request Procedure**

#### **1. District facility request form completed and submitted to the main office.**

- Facility request forms must be completed by staff if utilizing **any common space** during/after school hours. (gym, cafeteria, field, ect)
- Facility requests must be submitted by all parties utilizing any facility. Including school sponsored teams/clubs.
- If multiple(more than 4) dates are requested please attach a complete schedule to the facility form.
- If multiple locations are requested please complete separate facility request forms.
- All spaces on school grounds need a facility request completed, **except concession stands, locker rooms, and classroom/space for referee preparation.** (Locker room facilities are included with the gym space requested)
- Prior to completing a request please review the District Rschool calendar for availability located on the District website.

#### **2. Completed facility request submitted to the main office for Building Principal approval.**

#### **3. Main office communicates denial to requesters via email.**

#### **4. Main office posts requested facility information with 2 school days of approval on the Rschool calendar.**

#### **5. A copy of the approved facility request form is submitted to maintenance, night cleaning crew, and office file.**

#### **6. All school district sponsored teams, clubs and organizations have first right of refusal. However they do not have the ability to bump if prior organization has previous approval.**

---

	District Youth Groups (Non SBC)	PTO & School Organizations	District Adult Groups
Gymnasium	\$20/3 hrs	N/C	\$20/3 hrs
Classrooms - Regular	N/C	N/C	\$30(for profit) \$10(not for profit)
Cafeteria	N/C	N/C	\$30(for profit) \$10(not for profit)
Kitchen	Varies	N/C	Varies
Kitchen Equip.	Varies	N/C	Varies
Weight Room	N/C	N/C	N/C

\* **No Charge to Fire/First responders or local government tax based organization.**

\* **Fee paid at time of booking.**

\* **Kitchen facility use must have documented Serve Safe certified adult present. Fee may vary if district provided staff is utilized.**