

BUILDING/FACILITY USE PERMIT

Please read the reverse side of this form before completing

Organization Name: _____

Building/Facility Requested: _____ Room(s) Requested: _____

Dates Desired (Sundays are generally unavailable): _____ Time: _____

Type: Class I: Student Class II: Community Class III: Continuing Education
 Class IV: Private Rental Fee: \$ _____

Number of Participants: _____ Admission Charged? Yes Amount \$ _____ No

Purpose of Using Facility: _____

Describe Specific Activities: _____

District Equipment Requested: _____

Security required (as determined by Principal) Yes Name _____ No

Sponsoring Group Supervisors: The undersigned agrees to the conditions for facility use outlined on the reverse side of this application and assumes full responsibility.

1) Name: _____ Phone #: _____

Address: _____

2) Name: _____ Phone #: _____

Address: _____

Requestor Signature: _____ Date: _____

District Use Only:

School District Supervisor (required for all request): _____

Request for Onsite District Staff:

<input type="checkbox"/> Custodial Staff	Name: _____	Overtime Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Food Service	Name: _____	Overtime Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Sound/Lighting	Name: _____	Overtime Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Computer Tech	Name: _____	Overtime Required? <input type="checkbox"/> Yes <input type="checkbox"/> No

Who responsible for the overtime fee? _____

Hourly Rates:

Custodial \$ 25.00 Food Service: \$20.00 Sound/Lightning \$20.00 Computer Tech: \$20.00

Account Code: _____

APPROVALS

PRINCIPAL: _____ DATE _____

SUPERINTENDENT: _____ DATE _____

BOARD OF EDUCATION: _____ DATE _____

Southern Tioga School District Use of School Facilities Requirements

(as per Board Policy #707)

- I. School facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.
- II. The Board will provide for the use of school facilities when permission has been requested, in writing, and has been approved by the Board or the Superintendent in accordance with the following order of priority:

- CLASS I: APPROVED DISTRICT STUDENT ORGANIZATION
No facilities charge for either admission or non-admission activities. Approval by building principal only.
- CLASS II: CIVIC SERVICE OR COMMUNITY ORGANIZATION
No facilities charge for either admission or non-admission activities raising funds for community projects. No charge for general meetings.
- CLASS III: CONTINUING EDUCATION PROGRAMS Residents: No facilities charge for either admission or non-admission programs.
- CLASS IV: PRIVATE INTEREST GROUPS
Rental Charges (per date):

Auditorium\$500.00	Smythe Park.....\$300.00	All Purpose Room\$300.00
Gymnasium\$500.00	Kitchen.....\$300.00	Classroom\$100.00
Computer Lab\$500.00	Cafeteria.....\$300.00	Internet Access\$10.00/hr.

School facilities, except athletic fields, are generally unavailable for public use on Sundays. Exceptions may be made for Baccalaureate services, musical/dramatic productions, community banquets or preparing for future community events.

The use of school facilities shall not be granted for any purpose which is prohibited by law. School facilities will not be available to promote or conduct commercial sales by profit making organizations. The Board of Education and the Superintendent reserve the right to reject or accept any requests for use, and also the right to waiver rental fees if and when individual applications merit.

When school facilities are used, an insurance policy of \$1,000,000 Public Liability is required. Proof of insurance must accompany each application for a Building Use Permit. An exception to the insurance requirement may be made for civic or community organizations holding meetings limited to their membership or sponsoring youth activities as an extension of the district academic or extracurricular program. Groups qualifying for the exception shall include: Booster Clubs, Parent Organizations, Scouts, Kiwanis, and Municipal Recreation Boards.

HOLD HARMLESS AGREEMENT STATEMENT: The undersigned (renter) does agree to keep and hold free and harmless from liability to the renter or anyone occupying the premises pursuant to this agreement with regard to any claim for loss, damage or injury of any kind or any nature to the person or property of the renter or any person occupying the premises pursuant to this agreement by reason of negligence of the renter, and further, shall reimburse to Southern Tioga School District any costs, charges or expenses relating to or happening as a result of a claim, suit or charge as a result of this use agreement and as a result of the negligence of the undersigned, including, but not limited to, the proceeds of any judgment hereunder and cost of defense in defending against such claim.

- III. Whenever school facilities are in use school district personnel must be present to supervise the activity, safeguard school property, and perform housekeeping and security functions as determined by the principal or supervisor of the building. Such staff may include:

SUPERVISOR – required all activities
SOUND/LIGHTING/COMPUTER TECHNICIAN = \$20.00/hour
FOOD SERVICE EMPLOYEE – required for use of the kitchen and/or use of food service equipment = \$20.00/hour

CUSTODIAN = \$25.00/hour

- IV. When the services of school personnel are required outside the regular workday, the sponsoring group will be responsible for the cost of such services in accordance with the appropriate employee agreement or compensation plan; unless the employee volunteers his/her services. Payment for personnel will be made by the District. The District will invoice the organization. In addition, two (2) responsible representatives of the sponsoring organization must be designated to be present at the activity and accept responsibility for adherence to district regulations, or one representative if deemed appropriate by the Principal/building supervisor. If a school custodian, cafeteria employee, technician, etc., are unavailable under the above terms and conditions, a qualified representative may be designated by the building principal to perform their functions. No smoking will be allowed in school buildings or on school grounds.

Building and equipment must be left in clean and orderly condition. Failure to do so will result in an extra charge based on the time necessary to return the building to proper condition.

Gambling or other conduct detrimental to the public interest is not permitted in school buildings.

All rental fees are due and payable to the Southern Tioga School District and may accompany the application or be paid prior to the date of use.

- V. Security – all functions where large gatherings of people, as determined by the administration, is anticipated.

- VI. Defacing, Injuring or Destroying Property Used for School Purposes (Sc. Code 777):
Penalty:

(a) If any person shall willfully or maliciously break into, enter, deface or mark, or place any obscene or improper matter upon any public school building or other building used for school purposes, or other purposes provided for in this act, or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall injure, damage, or destroy any shade trees, shrubbery, fences, or any other property of any kind, upon any public school grounds, or upon any public school playground, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) or undergo an imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court, upon conviction of a defendant for a violation of this subsection, may order the defendant to compensate the school district for any damages it sustained as a result of the defendant's unlawful conduct.

(b) The Board of School Directors of a school district is authorized to adopt regulations and procedures providing for rewards of up to one thousand dollars (\$1,000.00) to any person who provides information, which aids in the conviction of any person for violating the provisions of subsection (a).