



PERMIT FOR USE OF SCHOOL PROPERTY

SHORT TERM USE AGREEMENT

Name of Organization Building Desired Event Date(s) Hours Bldg. Opened Rehearsal Date(s) Hours Bldg. Opened Attendance Expected Admission Charge will be The proceeds will be used for Refreshments will be served: Yes No Facilities Desired Special Equipment Floor Covering (\$100) Piano (\$150) Locker Rooms (\$25) Stage Equipment (\$150) Tables (\$5 each \$25 minimum) Chairs (\$35 per 100, \$35 minimum) Public Address System (\$50) Technology Fee (\$10) Custodian (\$35/hr.) Maintenance (\$45/hr.) Life Guard (\$15/hr.) Security (\$45/hr.) Technology Technician (\$45/hr.) Civic Hall Technician (\$45/hr.) House Manager (\$50) Ushers (\$100) Projectors Short Throw/Switcher (\$350) Projector Long Throw (\$300)

We have read and fully understand the rules and regulations regarding this contract and governing the use of these facilities and agree to be responsible for any damage to school property due to such occupancy and to strictly adhere to such rules and regulations.

Name of Applicant (Please Print) Date Signature of Applicant Home Phone Street Address Work Phone City State Zip

The above request does not interfere with the educational program of this facility and is approved. The use of the necessary facilities for the above dates has been scheduled.

- Insurance Certificate Required Roster Required Letter of Waiver Attached

Principal/Administrator Date

Athletic Director Gym Usage Approved

Facility Use \$ Custodial Charge \$ Other Fees \$ TOTAL CHARGE \$ Food Service Charges to be billed by Food Services \$

Athletic School Related (Group A) Not-for-Profit (Group B) Commercial (Group C)

The above activity is for purposes permitted by the Board of School Trustees and is approved.

Superintendent or Designee Date

*Custodial fees will not be assessed if there is a regularly assigned custodian on duty and the activity does not take the custodian away from or prevent the completion of regularly assigned duties. All charges are estimates based on your application. Final charges will be billed based on actual usage.

ALL FACILITY BASED USE FEES MUST BE PAID IN ADVANCE OF FACILITY USE. MAKE CHECK PAYABLE TO: Richmond Community Schools Distribution: Return this form to the appropriate Director or Building Principal August 2019

RICHMOND COMMUNITY SCHOOLS – USE OF SCHOOL FACILITIES

The use of school buildings, grounds and property shall be primarily for school purposes and for those activities of general welfare to the community. The school program, curricular and co-curricular, shall take precedence in the use of school property. The public school facilities are not to be used for commercial merchandising purposes or private entertainment or parties. This is not to exclude the use of school facilities by commercial organizations for meetings not open to the public and limited to the organization’s own personnel. Any organization wishing to use a school facility, indoor or outdoor, shall complete a PERMIT FOR USE OF SCHOOL PROPERTY (short term) or sign a RENTAL AGREEMENT (long term) and submit same to the Warner Maintenance Facility. Applications will be approved or disapproved according to their merit and appropriate fees assigned according to a Board approved schedule.

PROCUREMENT OF PERMIT AND REQUIREMENTS FOR USE OF FACILITIES

1. The use of all school facilities for any purpose whatsoever shall be cleared by the School Principal or administrator in charge of the facility through signature on this form and receipt of the permit by Warner Maintenance Facility. The program must be suited to the available facilities and the activity must be under competent adult supervision and/or leadership.
2. The use of the building will be strictly confined to areas designated or included in the PERMIT. The applicant and his/her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt the school custodian or other representative of the school system on duty shall have immediate authority in any matter covering the use of the building. Failure to comply to these rules and regulations will be sufficient reason to cancel and/or deny utilization.
3. All PERMITS issued by the school Board are subject to cancellation with or without due notice for any reason whatsoever.
4. Gambling and drinking of alcoholic beverages or the possession of intoxicants within the school building or on school property is specifically prohibited. Smoking is prohibited in/on all school facilities, grounds and vehicles.
5. No furniture or equipment (including piano, stage equipment, audio-visual equipment, tables or chairs, etc.) shall be used or moved without express approval on the PERMIT or consent of the School Principal/Administrator in charge.
6. The School District and its employees shall not be responsible for damage to or loss of property upon school premises sustained by applicant, participants in a program or patron of any program held on school property.
7. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public access systems, folding goals, bleachers etc. shall be permitted only when operated by School employees or other persons authorized by the Richmond Community Schools.
8. No signs, displays or materials may be attached to or nailed against the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without express approval on the PERMIT or consent of the School Principal.
9. It shall be necessary for some organizations (depending upon the size and nature of the activity) to have police, fire department and parking lot attendants. These personnel shall be procured by the School District and charged to the applicant. Concession rights are reserved for the schools unless otherwise stipulated.
10. For fee purposes: When group rosters are required (such as for gymnasium use) it will be necessary to have a majority of the participants be Richmond Community Schools district residents in order to qualify as a resident Group.
11. All damage to school property shall be the responsibility of and charged to the organization using the facility.
12. Applicants, by signing the PERMIT, give written assurance that no person shall, on the basis of sex, or on the grounds of race, color, disability or national origin, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination in connection with the use of school property for which application is made in violation of Title VI of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972.
13. When required, prior to the use of facilities, a Certificate of Insurance providing the following must be provided to Richmond Community Schools:
 - a. Minimum Bodily Injury limits of \$300,000 Each Person, \$500,000 Each Occurrence and Property Damage limit of \$100,000 Each occurrence; or a Combined Single Limit covering Bodily Injury an Property Damage of \$500,000 Each Occurrence (Each Occurrence and Combined Single Limit minimums are \$1,000,000 for use of Civic Hall and Tiernan Center).
 - b. Naming Richmond Community Schools as Additional Insureds.
 - c. Providing that should policy be canceled before the expiration date thereof, the issuing company will mail ten day’s written notice to Richmond Community Schools.

CHARGES					
Group A Organization.....RCS School, School Related Groups & Partnerships.....				No Charge for Facility Use	
Group B Organization.....Civic and Community Not-for-Profit Groups Within RCS District.....				See Schedule Below	
Group C Organization.....Commercial or Groups Outside RCS District.....				See Schedule Below	
<u>FACILITY</u>	<u>GROUP B</u>	<u>GROUP C</u>	<u>FACILITY</u>	<u>GROUP B</u>	<u>GROUP C</u>
Cafeterias			Multipurpose/Specialized Rooms	\$25	\$75
Elementary	\$25	\$75			
Middle School	\$50	\$150	Pools		
High School	\$75	\$150	RHS Tiano Pool	\$50	\$150
Classrooms	\$15	\$45			
Dennis Auditorium	\$50	\$150	RHS		
Gyms			Classroom Restaurant	\$25	\$75
Elementary	\$25	\$75	Civic Hall	\$250	\$500
Middle School	\$50	\$150	McGuire Hall	\$150	\$350
High School	\$25	\$75	Tiernan Center	\$100	\$300
(small gym)			Track and Fields		
			Elementary/Middle Schools	\$25	\$75
			RHS	\$50	\$150

- NOTE**
- Charges listed are a base rate for a maximum of four (4) hours. Additional hours will be assessed at 10% of the base rate for each hour or fraction of an hour the facility is utilized.
 - Group B applicant charges will be doubled when admission is charged.
 - Group C charges will be assessed as listed or 10% of the gross event proceeds, whichever is greater.
 - Use of facilities or equipment not listed by approved by the Superintendent/Designee will be assessed a use fee from the existing schedule for a similar facility or piece of equipment.
 - Pools are not available for groups outside Richmond Community Schools District.