

**UNIFIED SCHOOL DISTRICT 339
JEFFERSON COUNTY NORTH SCHOOLS
REQUEST FOR BUILDING USAGE**

Organization requesting _____

Date or dates for usage _____

Time for usage _____ **until** _____

Number attending _____

Building requested _____

Room(s) requested _____

Reason for usage _____

Copies distributed to:

- Activities Director**
- Principal**
- B& G Coordinator**
- Head Custodian**
- Coach** _____
- Food Service**
- Organization**
- Other**

**Signature/ Address/Phone number
of Person Responsible** **Date Signed**

Signature of Principal **Date Signed**

Signature of Superintendent **Date Signed**

**If a key is needed,
please check key out
in the school office
and return by the
next school day.**

RENTAL FEE

**(\$ _____) assigned
for money making
organization**

OFFICE USE ONLY: KEY # CHECKED OUT _____

CUSTODIAN'S CLAIM VOUCHER

Please return this form to the District Office after the building has been used by organization.

Opened and closed only.

Starting time _____ **Ending time** _____ **Total wages claimed \$** _____

List equipment damaged and other comments: _____

Approved by: _____
Principal

Custodian's Signature

PLEASE READ REVERSE SIDE FOR BUILDING USAGE REGULATIONS

**UNIFIED SCHOOL DISTRICT 339
JEFFERSON COUNTY NORTH SCHOOLS**

Building Usage Regulations for non-school personnel:

1. Usage on weekdays/workdays will not be allowed until after 4:00 pm.
2. Usage is to be terminated by or before 10:30 p.m.
3. Street Shoes shall not be permitted on gymnasium floors. No food or drink will be allowed in the gymnasiums or auditoriums.
4. Any organization or individual may be required to pay the cost of custodial services if it is deemed necessary by the administration.
5. The organization or individual renting/using is responsible to the Unified School District #339 for any and all damages and losses whatsoever to the building and/or contents. All damages and losses shall be repaired or replaced to the satisfaction of the Superintendent of Schools.
6. The charges are made with the assumption that the room or rooms used will be left in the condition found, trash picked up and the floor cleaned as needed. Any equipment or building damage or extra clean-up will be an affixed cost.
7. School maintenance personnel will be on hand when designated by administration.
8. The high school auditorium stage lighting and dimmer board requires school personnel to be operated.
9. Pets are not allowed in school facilities.
10. If building keys will be needed, please check them out in the school office and will need to be returned by the next school day.

*****Note:** Any usage of school facilities shall be subject to cancellation if the facilities are later found by the school administration to be needed for school affiliated purposes or left in disarray by said organization.

Building Usage Regulations for school personnel:

1. School personnel will abide by all regulations listed above for non-school personnel.
2. As custodians will not normally be assigned to activities the individual in charge will be responsible to see that all lights are turned off, windows closed, restrooms checked for running water, trash picked up, and all doors are locked.
3. If the above requirements are not met, the individual in charge will be charged an assessed penalty of \$10.00.

<u>Hour(s)</u>	FACILITY RENTAL FEE SCHEDULE			
	<u>Per Classroom</u>	<u>Kitchen</u>	<u>Multi-purpose</u>	<u>Gym</u>
1	\$2.50	\$5.00	\$5.00	\$7.00
2	\$5.00	\$10.00	\$10.00	\$14.00
3	\$7.50	\$15.00	\$15.00	\$21.00
4	\$10.00	\$20.00	\$20.00	\$28.00
5	\$12.50	\$25.00	\$25.00	\$35.00

Rental fees may be waived at the discretion of the school district.