



**APPLICATION FOR USE OF FACILITIES**

<b>SECTION 1: (FOR NON SCHOOL SPONSORED GROUPS ONLY): Release of Liability</b>	<b>SECTION 2: Applicant Information Please Print Legibly</b>
<p><b>The school permits the use of facilities if:</b></p> <p>_____ The Group has liability insurance coverage  <b>AND</b>                      FOR AND IN CONSIDERATION OF the use of the facilities and/or equipment of the Van Buren Local School Board of Education, _____ (name of group / indemnitor)                      Hereby agrees to save, indemnify and HOLD HARMLESS the Van Buren Local Schools Board of Education and its agents, representatives, members, and employees from any and all liability, claims, demands, damages, attorney fees, expenses or costs for or arising from the event description and facility on ___/___/___ (date), caused by the negligence of indemnitor or its agents, representatives, or employees. The group acknowledges that the school is not sponsoring or acting as a supervisor for the event.</p> <p><i>*I understand the regulations governing the use of school facilities, and knowingly understand, acknowledge and agree to all terms and conditions. Proof of comprehensive liability insurance is required if applicant is not a school-sponsored group and must be provided to the treasurer's office no later than one week prior to the date of the event. Failure to provide proof of insurance will result in cancellation of facility rental.</i></p> <p>Printed Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Date of Application: _____ / _____ / _____</p> <p>Applicant: _____</p> <p>Organization or Group: _____</p> <p>Event Description:                      _____                      _____</p> <p>Phone: (Cell) _____ (H/W) _____</p> <p>Email: _____</p> <p>Billing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Contact Person: (if different than above)</p> <p>Phone: (Cell) _____ (H/W) _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____</p>

<b>SECTION 3: Event Details</b>	
<p>Date(s) Requested: _____</p> <p>If Series of Events, circle appropriate days of the week:                      M   T   W   TH   F   SAT   SUN</p> <p>Purpose: _____</p> <p>Admission Charge or Donation Accepted: (circle) Y / N</p> <p>If Yes, charge per person: _____</p> <p>Expected Attendance: _____</p>	<p>Set up time of event: _____ (time _____ )</p> <p>Time of event: _____</p> <p>Ending time of event: _____</p> <p>Building / Rooms Requested / Doors needed unlocked:                      _____                      _____</p> <p>Equipment Needed / Special Directions:                      _____                      _____</p> <p>Custodians / Other personnel needed:                      _____</p>

**\*Schedule of fees & group classification are located on reverse side.**

<b>Facilities Director Signature:</b> _____	<b>Date:</b> _____	<b>REQUEST APPROVED</b> _____
<b>Principal Signature:</b> _____	<b>Date:</b> _____	<b>REQUEST DENIED</b> _____
<b>Superintendent Signature:</b> _____	<b>Date:</b> _____	<b>UNDER FURTHER REVIEW</b> _____

### Classification of Users

Class 1	Includes, but is not limited to school sponsored groups, school clubs as well as school support organizations such as band, music, athletic booster groups, teacher-parent organizations *Custodial & Special Personnel rates may apply
Class 2	In – District NON Profit Community Group Organizations *Custodial & Special Personnel rates apply – Proper maintenance & other associated fees may be applicable *If admission fees are charged, rental rates apply
Class 3	In – District FOR Profit Community Groups *Custodial & Special Personnel rates apply – Proper maintenance & other associated fees may be applicable
Class 4	Out of District Groups, as well as any other organizations that do not meet Classifications 1-3.

*\*The Van Buren Local Schools Administration reserves the right to change / cancel / or approve any facility requests at any time.*

*\*At least one (1) School Board approved employee must be present for all events unless otherwise determined by the facilities director, principal, or superintendent. **All groups will be responsible for any additional costs, fees or fines as determined by the Van Buren School District.***

#### **SAMPLE SPREADSHEET / COSTS - PER HOUR RATES:**

\*Please complete the Facility Rental Cost Prediction Sheet - Final Approval will be completed by Facilities Director

Facility Fees – PER HOUR	Class 1	Class 2	Class 3	Class 4	x hrs	Total = (sum of cost x hrs)
Auditorium	X	X	\$50.00	\$100.00		
Lighting & Sound Equip.	X	X	\$250.00	\$250.00	Flat rate	
High School Gymnasium	X	X	\$50.00	\$100.00		
Elem. Gymnasium	X	X	\$50.00	\$100.00		
Computer Lab	X	X	\$25.00	\$50.00		
High School Cafeteria	X	X	\$50.00	\$100.00		
Elem. Cafeteria	X	X	\$50.00	\$100.00		
Football Field	X	X	\$100.00	\$200.00		
Baseball Field	X	X	\$50.00	\$100.00		
Softball Field	X	X	\$50.00	\$100.00		
Soccer Field	X	X	\$50.00	\$100.00		
Loft Area	X	X	\$25.00	\$50.00		
Community Room	X	X	\$25.00	\$50.00		
Classroom (per room)	X	X	\$25.00	\$50.00		

Personnel Fees	Class 1	Class 2	Class 3	Class 4	x hrs	Total = (sum of cost x hrs)
Custodial Rate	\$30.00*	\$30.00*	\$30.00	\$30.00		
Site Supervisor	\$25.00*	\$25.00*	\$25.00	\$25.00		
Security – at districts discretion (per person)	\$25.00*	\$25.00*	\$25.00	\$25.00		
Technology Assistant (Mandatory for Class 2,3,4 with use of auditorium)	\$30.00*	\$30.00*	\$30.00	\$30.00		

\*If applicable

Total Fees	
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