

Deer Isle-Stonington High School Building Use Form

Group/Organization_____

Name of Person Representing Group or Organization_____

Address_____Telephone_____

Room(s) requested for use_____

Describe planned use for the facilities_____

Date(s) of use_____

Time: From_____ To _____

Requests_____
(Room set up, Chairs, Tables, Etc.)

In Submitting this application we agreed to: Abide by the rules and regulations issued by the CSD # 13 School Board of Education for the care of School Facilities, to accept full responsibility for damage done to school property by those in attendance at the activity to make prompt payment to Deer Isle-Stonington High School upon receipt of invoice. We also agree to the building use Fee Structure, as outlined on page two.

Signature of Individual Representing Group

Date

Main Office Manager

Date

Principal

Date

Director of Maintenance

Date

Athletic Director (Gym, Fields)

Date

Director of Technology (Projectors, Tandberg etc.)

Date

Person responsible for unlocking and locking the building_____

*Applicants will be notified of approval when this form is completed by school personnel. The activity/Event may not take place until notification of approval.

DEER ISLE-STONINGTON HIGH SCHOOL BUILDING USE RULES AND FEE SCHEDULE

Rules For Use of School Facilities:

1. No person may use tobacco in any public area of any publicly owned building (State Law). No student, school employee, or member of the public is allowed to use tobacco products in the building or on school grounds at anytime.
2. No alcoholic beverages are to be possessed or consumed on school facilities.
3. School facilities may not be used for any illegal purposes.
4. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled, at their own risk. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups or upon approved application.
5. Use of unauthorized motor vehicles on school grounds other than public roadways and unrestricted paved parking areas is strictly prohibited.
6. All organizations will be responsible for adhering to all fire and safety code regulations.
7. Any approved application for facility use shall require endorsement of a Facility Use Agreement setting for the conditions and terms.
8. All organizations shall assume financial responsibility for any damages caused directly or indirectly as a result of their use of facilities.
9. The Administrator, Superintendent or School Committee reserves the right to revoke permission to use facilities.
10. The Group/Organization is responsible for ensuring that those who participate in the activity park in the designated areas and keep the fire lane and front of school clear of vehicles.

Other Responsibilities:

1. The using group will be responsible for providing police coverage including any incurred fees, when the Administrator determines that police presence is appropriate.
2. The person or group using the facility shall report any damage to the property, theft of property or injury to any person(s) resulting from use of the facility. Liability insurance coverage will be the responsibility of the using group. Proof of insurance may be required as determined by the Administrator.
3. No group using the facilities will have access to any school equipment unless previously approved by the Administrator.

FEES:

Service Fees:

Custodial:

Name of Custodians _____ @\$22.50/hr.ea. Total _____

Food Service:

_____ @\$20/hour each Total _____

Amt. Paid in Full \$ _____ **Initials of person Receiving** _____ **Date Received** _____

Rental Fees:

Check One	2-hour Block	3-5Block	Full Day
____ Gymnasium	\$25.00	\$75.00	\$150.00
____ Kitchen	n/a	50.00	100.00

_____ Cafeteria	n/a	50.00	100.00
_____ Library	20.00	40.00	75.00
_____ Classroom	10.00	25.00	50.00

Kitchen and Technology Lab rental require approved staff supervision. Total \$ _____

Subtotal \$ _____