

**SHERIDAN SCHOOL DISTRICT 48J  
BUILDING USE REQUEST**

Name of Applicant/Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Building:  Falconer-Chapman     High School     Opportunity House     District Office

Date(s) Requested: \_\_\_\_\_

Time Facilities Will Be Used: \_\_\_\_\_ (am) (pm) to \_\_\_\_\_ (am) (pm)

Actual Event Time: \_\_\_\_\_ (am) (pm) to \_\_\_\_\_ (am) (pm)

A district employee must be responsible and on-site during facility use. **Employee responsible:** \_\_\_\_\_

Equipment Needed:     Tables # \_\_\_\_\_     Chairs # \_\_\_\_\_     PA System  
 Other \_\_\_\_\_     Other \_\_\_\_\_     Other \_\_\_\_\_

**Room Setup Directions: (be specific)**

  
  
  

*Please pay deposit and rent separately so that deposit can be easily refunded*

| Area<br>(Applicant will limit themselves to the agreed upon area) | Deposit<br>(Single Use)   | Deposit<br>(Multiple Use) | Youth Group<br>Rent | Adult Group<br>Rent | Events | TOTAL |
|---|---|---------------------------|---------------------|---------------------|--------|-------|
| Gymnasium   | 50.00   | 100.00                    | No Fee              | 25.00               | NA     |       |
| Cafeteria   | 25.00   | 50.00                     | No Fee              | 25.00               | 100.00 |       |
| Classroom/District Board Room                                     | 10.00   | 25.00                     | No Fee              | 5.00                | 50.00  |       |
| Auditorium/Commons/Music Room                                     | 50.00   | 100.00                    | No Fee              | 25.00               | 100.00 |       |
| Library   | 50.00   | 100.00                    | No Fee              | 10.00               | 50.00  |       |
| High School Front Commons Area                                    | 50.00   | 100.00                    | No Fee              | No Fee              | 100.00 |       |
| Fields  | 50.00   | 100.00                    | No Fee              | No Fee              | NA     |       |
| Parking Lot   | 50.00   | 100.00                    | No Fee              | No Fee              | 50.00  |       |
| Other Staff   | Cost to be negotiated   |                           |                     |                     |        |       |
| Custodial Staff   | \$15.00 per hour paid directly to employee or independent negotiated contract |                           |                     |                     |        |       |
| Kitchen Staff   | \$15.00 per hour paid directly to employee or independent negotiated contract |                           |                     |                     |        |       |

| Area  | Rental Fee        |
|---|-------------------|
| Sheridan Youth-related school activities (school athletics, clubs, etc.)  | No Deposit/No Fee |
| Sheridan Youth-related non-school activities (Little League, 4-H, Scouts, Campfire Girls, etc.)                       | Deposit only      |
| Adult-related school activities (community school activities, Booster Club, etc.)                                     | No Deposit/No Fee |
| Adult-related non-school activities - buildings only (church groups, organizations, commercial groups, socials, etc.) | Deposit and Fee   |
| Adult-related non-school activities - grounds only (adult softball, volleyball, etc.)                                 | Deposit only      |
| Non-Sheridan Youth related school and non-school activities   | Deposit and Fee   |

Any organization that cannot be clearly defined in the aforementioned groups shall be determined by the Superintendent or designee.

Regulations:

1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons arising out of or connected in any way with the use of school facilities by the applicant. Applicant agrees to protect, indemnify and save the district from all liability resulting from the use of said facility. Applicant may be requested to show proof of insurance.
2. A paid school district employee must be responsible and on-site during the use of the facility.
3. Applicant accepts the facilities, including the premises and equipment, in the condition then existing, and expressly releases the school district, its directors, officers, agents, employees and representatives, from any and all claim damage, loss, expense, or cause of action or cause of suit, arising out of or resulting from the use of the facilities by the applicant.
4. Applicant shall provide adequate supervision and shall be responsible for any improper conduct of the audience, both individually and collectively, while on school premises or utilizing the school facilities. Adult leaders of organizations using school facilities shall be present at the opening time and shall remain with their groups until all members have left the school premises. They shall be responsible to the principal for observance of all rules and regulations.
5. Approval will not be granted for any meeting which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided. This shall include proper police and fire protection, if necessary.
6. Applicant agrees to conform to all rules and regulations of the school district.
  1. No decorations or application of material to the walls or floors will be allowed without permission of the school principal. All items are to be removed by the groups at their own expense after the use of school facilities.
  2. Standard approved gym shoes shall be required of all activity type games and dances on gym floors.
  3. Applicant shall see to it that rooms, equipment, and facilities are clean and in proper order and furniture is returned to its original setting before leaving.
7. Applicant shall reimburse the school district for all damages to the premises or property resulting from such use other than ordinary wear and depreciation. The Board and its representatives shall be the sole judges of unwarranted damage of the district's property.
8. Applicant agrees that the use of the facilities and this permit shall be revocable by the school district at any time at the option of the school district.
9. Football stadium will be used by high school varsity football and eighth-grade football ONLY.
10. These deposits are not to be construed as a rental charge. The deposits are a security deposit. All Charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.
11. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the Principal and Athletic Director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.
12. Use of school kitchens is prohibited.

**Profane language, tobacco use, possession or use of intoxicating beverages, and illegal drugs, is prohibited on school grounds.**

I have read, understand, and agree with the above regulations:

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

Approved:  Yes  No \_\_\_\_\_  
 Principal/Designee

Copies to: *Building Principal* *Building Head Custodian*  
*Building Head Cook (if cafeteria is involved)* *Building Athletic Director (if gym or fields are involved)*  
*District Office*