



# School District of Clear Lake Building Request

Date: \_\_\_\_\_

Elementary \_\_\_\_\_ High School \_\_\_\_\_ School Function \_\_\_\_\_ Non-School Function \_\_\_\_\_

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

Room(s) Requested \_\_\_\_\_

Time Requested – From \_\_\_\_\_ to \_\_\_\_\_

Open Doors at \_\_\_\_\_ Lock Doors at \_\_\_\_\_

Organization and Person In Charge: \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Entrance to the Building: 8:00 am to 5:00 pm, Monday – Friday  
Regular custodial hours are 7:00 am to 9:00 pm, Monday – Friday

A request for a school function during regular custodial hours there is no custodial charge.

Any request for a school function other than this time, must have a custodian unless the person in charge unlocks, sets up, takes down, cleans up and locks up.

**Any request for a Non-School function MUST have a custodian UNLESS a school employee is present.**

I agree to all guidelines on the back of this request, signed: \_\_\_\_\_

Date: \_\_\_\_\_

A Rental Fee of \$10-\$25 plus a minimum of 2 hours at time and one half will be billed to the organization for a custodian opening and closing the building.

Do you need a custodian on duty during the event?: Yes \_\_\_\_ No \_\_\_\_

Custodian Assigned: \_\_\_\_\_

Additional Needs:

Approved by: \_\_\_\_\_  
Elementary Principal

\_\_\_\_\_ High School Principal

Cc: to District Office when billing is required.

**SCHOOL DISTRICT OF CLEAR LAKE**  
**COMMUNITY USE OF SCHOOL FACILITIES**  
(User fee exclusive)

The board of Education recognizes the value of community organizations/activities and also recognizes the role that the school can serve in providing a place for meetings/activities.

Nonprofit organizations and educational groups will not be charged a user fee if the time of use is during hours when an employee of the district is on duty or volunteering time, the group is supervised by adults, and the activity does not conflict with the school functions. Organizations shall provide adequate adult supervision and shall be held liable for any damages that occur.

Organizations or individuals requesting use of facilities shall be asked to comply with the following guidelines:

- 1) Ensure the children will be supervised. Adult supervisors must arrive prior to and leave only after children have vacated the facilities. Children (participants) using facilities unsupervised will forfeit all participation privileges.
- 2) Ensure that no unauthorized third party will be permitted to use the facility, or any portion thereof.
- 3) Ensure that the representative specified in the agreement is present at the scheduled event.
- 4) Ensure that prior approval is received before signs, banners and pennants are erected, and they do not deface school property.
- 5) Ensure that the number attending does not exceed the authorized capacity.
- 6) Ensure that participants are in only the requested area.
- 7) Ensure that activities are orderly and lawful.
- 8) Food and beverages are not allowed in the gymnasium. (Exceptions contact building administration).
- 9) Ensure that animals are not permitted inside of the school buildings with the exception of those animals used to aid the handicapped.
- 10) Ensure that use of tobacco products is not allowed in buildings or on the grounds.
- 11) Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
- 12) Observe agreed upon time limits.
- 13) Leave the facility neat and orderly.
- 14) Ensure reimbursement for the cost of damages occurring during use.
- 15) Comply with all safety regulations of the Board of Education.
- 16) Comply with all federal, state and local laws, regulations and licensing requirements.
- 17) Agree to hold harmless and indemnify the Board of Education with respect to any claim of loss, injury, or damage because of negligence of the user or user's group.
- 18) Other stipulations as established by the District.
- 19) Groups or individuals may be restricted from use of the school facilities at the discretion of the building Principal, District Administrator, or the Board of Education.
- 20) Rental Costs:
  - A. Youth Groups and Recreation \$10 plus custodial costs
  - B. Groups under 150 people \$25 plus custodial costs
  - C. Groups over 150 people \$50 plus custodial costs
  - D. Kitchen & Cafeteria \$25 plus one cook cost