APPLICATION FOR USE OF BUILDINGS OR FACILITIES NESS CITY USD 303

Building/Facility Requested _____
Date Building is to be Used _____
Time Building is to be Opened _____
Time Building is to be Closed and Vacated _____
Building/Facility will be used for:

- ☐ Money Making _____
- ☐ Not for Profit _____

Setup required by school employees prior to opening time _____
Take down required by school employees after closing time _____

The following fees will be charged when school facilities are used by private organizations and/or businesses whose primary goal is profit making; or when charges are made by the organization or business when a school facility used and the proceeds are placed in the business or organization; or if the business or organization is a nonprofit organization whose major financial support is derived from a specific group of people through donations and/or freewill offerings.

FACILITY	**FEE (per day)**
Classroom	$40
Cafeteria	$50
Cafeteria and Kitchen	$75
High School Gymnasium	$100
Elementary Gymnasium	$100
High School Auditorium	$125
Auditorium/Cafeteria/Kitchen Combination	$150
Baseball Field (includes concession & restrooms)	$50
When custodian is required	$80
Football Field (includes concession & restrooms)	$50
When custodian is required Tennis Courts	$80
Tennis Courts	$50

When school facilities are used free of charge for any non-school purpose, the person(s), group, business or agency using school facilities may be required to pay a fee of $10 per hour to defray custodian's salaries. This fee will be required only when an additional custodian duty assignment is necessitated.

When school facilities are used by any agency, business, group, or person(s) under the provisions of Policy KG, any damage, whether willful or unintentional, shall be the responsibility of the person or persons arranging for the use of said school facilities. For purposes of administering this regulation, this will include damage to or loss of equipment, buildings, and facilities. The user agrees to restore to the original condition any unwarranted destruction of district property and to the payment of all rental and user fees assessed by the district.

The possession, use or distribution of drugs or alcoholic beverages on school premises is prohibited.

Signature of Person in Charge and Responsible for Program/Activity _____

Phone Number _____Address _____

Date Request Submitted _____

Action by School Officials:	***Approved***	***Disapproved***	***w/ Rental Fee***
Building Principal	_____	_____	_____
Superintendent	_____	_____	_____