

PEMISCOT COUNTY SPECIAL SCHOOL DISTRICT
COMMUNITY USE OF DISTRICT FACILITIES
(Application for Permit to Use District Facilities)

Board policy permits the use of district facilities by governmental entities or nonprofit community groups. Other persons or organizations seeking to use district facilities must first receive permission from the Board or the Board designee.

Applicants must supply all information requested on this form before the application can be processed. The completed application must be presented to the appropriate district personnel at least two weeks prior to the date requested for use. Fees, when applicable, must be paid one week prior to the date of requested use. The district will only accept checks or money orders.

Date of Application: _____

Group/Entity Information

Name of Group or Entity: _____

Group or Entity Is:

- Governmental
- Nonprofit
- Other (Explain): _____

Board policy requires the group/entity to designate a representative who is at least 21 years old and has the legal authority to bind the group contractually. Please provide the representative's contact information below:

Name of Representative: _____

Address: _____

Phone Number: _____ Mobile Phone Number: _____

Use Request Information

Type of Property Needed:

- Oak View Learning Center Multipurpose Room (\$100 + **The Cost of Special Events General Liability Insurance – Currently \$103 PER DAY as of January, 2017**)
- PCCTC Conference Area (\$200 + **The Cost of Special Events General Liability Insurance – Currently \$103 PER DAY as of January, 2017**)
(ACCESS TO THE CULINARY ARTS KITCHEN IS PROHIBITED EXCEPT IN CASES IN WHICH A PROFESSIONAL CATERER IS INVOLVED)

(Fee is to be waived for school district employees, but a \$50 refundable deposit will be required for cleaning fees.)

Date of Requested Use: _____

Time Building or Space is Needed: From _____ a.m./p.m. to _____ a.m./p.m.

Description and Purpose of Use: _____

Equipment

Groups may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for a group to use district equipment such as interactive whiteboards, computers, electronic equipment, projectors, kitchen appliances, scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for its use.

Please list any equipment needed: _____

Signature

I, and the group/entity I represent, agree to pay the applicable fee(s) for the use of district facilities.

I, and the group/entity I represent, understand that district equipment cannot be removed from district property. I, and the group/entity I represent, agree to exercise care in protecting district equipment and to prevent damage to district equipment. In the event that damage to district property occurs, regardless of the cause, I, and the group/entity I represent, agree to reimburse the district for the repair or replacement of the equipment at the district's discretion.

I understand that I am responsible for the actions of the group meeting, and I will arrive before the activity begins and remain until all participants leave.

I, and the group/entity I represent, understand that there is to be no alcohol, drugs, tobacco, or firearms on school property at any time.

Garbage pickup and disposal is required of the renter, but sweeping and mopping is included in the pricing.

Signature as Individual and Representative of Group or Entity

Date

For Office Use Only

Request for use is:

- Granted as requested on this application.
- Granted with the following alterations: _____

- Denied: _____

If the request is granted:

Indicate personnel needed and number of hours needed:

_____ Supervisory Personnel
_____ Custodians
_____ Food Service Staff
_____ Security Staff
_____ Technicians
_____ Other: _____

Indicate fees and required deposits:

\$ _____ Facility Use Fee
\$ _____ Equipment Use Fee
\$ _____ Personnel Costs
\$ _____ Total Fee Due from Group/Entity

\$ _____ Security Deposit Required to Hold Date

Signature of Superintendent/Designee

Date

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented:

Revised: