

Hamilton Heights Primary School Building Use Guidelines

1. The Primary School office must be notified of any changes in plans for meeting times, dates, or needs. This notification should occur as soon as possible.
2. An adult must supervise students at all times.
3. Please leave the room in the same condition as it was found.
4. Student drinks should be in individual containers, i.e. juice boxes. Please avoid red or purple punch as they leave stains that are difficult to remove.
5. Please report any spills that could stain the carpet to the custodians immediately.
6. Chewing gum should remain outside of the school building.
7. Students should use the large restroom area nearest the room in use.
8. Students are to remain in the designated area and avoid entering classrooms.
9. Students are to follow the same rules and expectations that exist during the regular school day.
10. An adult must remain at school until the last child is picked up.
11. Please check to make sure all electrical appliances are turned off before departing.
12. Be familiar with the location of the fire extinguishers in the building.
13. Each group is responsible for providing their own supplies.
14. If something of concern occurs, please notify the office or custodian.
15. Building and room use is based on first come, first served basis.
16. Questions regarding the use of the school should be directed to the school office, 984.1530.

7510 F1
 REQUEST FOR USE OF SCHOOL FACILITIES AS PER SCHOOL POLICY 7510 – USE OF SCHOOL FACILITIES
 Principal: _____ School: _____
 TO: _____

We seek permission to use the following school facilities:

School Building: _____

List all dates for this request:

<u>Day:</u>	<u>Date:</u>	<u>From:</u>	<u>To:</u>
_____	_____	_____	_____
_____	_____	_____	_____

Purpose: _____

Facilities Requested: _____

Rental Charges; Please check all that apply

<input type="checkbox"/>	<u>#</u>	<u>Amount</u>	<u>Total Cost</u>	<u>Area requested</u>
<input type="checkbox"/>		\$50		Each additional hour of use beyond 3 hours for facilities and 4 hours for middle school park area.
<input type="checkbox"/>		\$50		Instructional Classroom(s)
<input type="checkbox"/>		\$150		Middle School Gym (each)
<input type="checkbox"/>		\$250		Both Elementary Gyms (\$100 for one gym)
<input type="checkbox"/>		\$65		Primary, Elementary & High School Large instruction room
<input type="checkbox"/>		\$75		Cafeteria (without kitchen)
<input type="checkbox"/>		\$150		Cafeteria with kitchen plus kitchen personnel at one and one-half rate with a 2 hour minimum (see below)
<input type="checkbox"/>		\$150		Swimming Pool plus staffing
<input type="checkbox"/>		\$150		High School Auditorium plus staffing
<input type="checkbox"/>		\$150		Middle School Park - 4 Hour minimum (formerly the North Pool)

STAFFING NEEDS

<input type="checkbox"/>	<u># Personnel</u>	<u>Hours Needed</u>	<u>Hourly Rate</u>	<u>Total Staffing Cost</u>	<u>Personnel needed</u>
<input type="checkbox"/>			\$25.00		Pool Director, Auditorium Director, or Event Supervisor (required for pool/auditorium rental – minimum of 2 hours)
<input type="checkbox"/>			\$10.00		Life guards – (required for pool rental - minimum of 2 hours)
<input type="checkbox"/>					Cafeteria personnel - one and one-half times their hourly rate (Required for kitchen rental -2 hour minimum)
<input type="checkbox"/>					Custodial personnel – one and one-half times their hourly rate (2 hour minimum)
<input type="checkbox"/>			25.00		Supervisor – Required for large groups (2 hour minimum)

*Rental charges for the use of the school facilities will be twice the listed fee for any group which is located outside of the school corporation boundaries.

- For profit organizations wanting to rent the school facilities for a profit making activity will be charged the following rates:
 - 1) An organization located within the school boundaries will be charged twice the listed fee plus ten percent (10%) of gate receipts for the use of any facility
 - 2) An organization located outside of the school boundaries will be charged \$500 plus ten percent (10%) of gate receipts for the use of any facility.

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It is understood that School Corporation activities have preference over outside activities in using the school buildings and this request is subject to cancellation if the requested facility is needed for a school activity. If this permission is granted, we agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which we may use the above-mentioned school facilities, and to be responsible for replacement in case of any damage or loss incurred. Further, in accordance with State requirements and Board policy, **we agree that there shall be no use of tobacco or controlled substances in the school building.**

Name of Organization/person/group	Name of designated representative
Address	Telephone
Signature – designated representative	Date

THIS SPACE FOR CORPORATION USE

This request has been approved and granted.

RENTAL \$ _____ OTHER FEES \$ _____

All rental and other fees are payable in advance and checks are to be made payable to **HAMILTON HEIGHTS SCHOOL CORPORATION**

This approval is subject to certain other conditions as set forth below:

Principal's Signature Date

This request cannot be granted for the following reason(s):

Principal's Signature Date

PLEASE ATTACH CERTIFICATE OF LIABILITY INSURANCE TO THIS FORM – MINIMUM AMOUNT \$1,000,000.