

SCHOOL FACILITY RESERVATION POLICY

1. A Building Use form must be completed and signed by the person/group requesting usage. The Form must be given to building principal for approval.
 - The person/group requesting usage of a building must abide by all the guidelines for the particular room/facility being utilized. (See Schedule of Facility Rental Fees)
 - A 50% deposit is required one week prior to building usage. Complete payment must be made within 30 days of usage. Checks must be made payable to Niles City School District.
 - If security is required, security must be provided by a uniformed Niles City Police Officer.

2. The building principal will review the form for completion, accuracy, and availability of the building. Upon approval, the form should be signed by the building principal and forwarded, along with the insurance certificate, to the Administration Building for the Superintendent's signature.
 - Specific area/room/equipment to be used must be designated
 - Applicable fees must be designated in accordance with the current Schedule of Facility Rental Fees (See Attached)
 - Hold Harmless Agreement must be completed and signed
 - The person/group must submit a Certificate of Liability Insurance
 - Must be date specific
 - Must name Niles City School District as additional insured

3. Once approved by the Superintendent, the original will be given to Laura Fallo to forward to all Board of Education Members in the weekly Matters of Information. Copies of the completed and approved signed forms will be distributed to the requesting person/group, building principal, and treasurer.

4. All original paperwork will be filed in the Superintendent's Office.

SCHEDULE OF FACILITY RENTAL FEES

Auditorium	\$200 per hour Additional charge for a custodian(s), sound engineer when needed and security
Football Stadium	\$2,000 per day Additional charge for a custodian(s) and security No outside concessions allowed Footwear must meet turf requirements (List will be provided)
Classroom	\$50 up to 3 hours / \$25 each additional hour if longer than 3 hours Only traditional rooms No food or drink is permitted in classroom When custodial personnel are not normally on duty, the customary overtime costs for labor shall apply.
Cafeteria	\$100 up to 3 hours / \$50 each additional hour if longer than 3 hours Additional charge for custodian(s) and security
Kitchen	\$100 per hour Additional charge for district food service employee, custodian(s) and security
Gym	\$100 up to 2 hours / \$50 each additional hour if longer than 2 hours Additional charge for custodian(s) and security Proper footwear is required No food or drink is permitted *The High School and Middle School Gyms are not available during basketball season

BUILDING USE PERMIT

Niles City School District
www.nilescityschools.org

Date request submitted: _____

Name of organization*: _____

Name of responsible individual: _____ Phone No: _____

Address: _____
(Street) (City) (State) (Zip)

Organization's Insurance provider: _____
(Organization must attach evidence that the insurance is currently in full force and effect and that all premiums have been paid in a timely manner)

Organization's Insurance Policy Limits: _____
(Organization must attach evidence from the insurer as to the applicable policy limits)

Requesting use of: (circle one) **Niles Primary** **Niles Intermediate** **Niles Middle** **Niles McKinley**

Date(s) requesting: _____

Nature of activity(s): _____

Time(s) desired: _____

Time(s) of activity: _____

What part of the building are you requesting: _____

What equipment will be needed: _____
(P.A. system, lectern, number of tables, number of chairs, etc...)

Administration will determine fees for custodial or cafeteria services.

Estimated Charge: _____ \$ _____
_____ \$ _____

Total Estimated Charges: _____ \$ _____

The members of the organization agree, through their application, to leave the rooms and building facilities in good condition; to pay the cost of repairing any damage caused by the group; and to assume the responsibility of the proper conduct of the members and guests.

By signing this application, the Organization, or if applicable, individuals, requesting the use of the Niles City School Facilities agree to release the school district and hold it harmless from any and all liabilities arising out of the use of the school facilities, including, but not limited to injuries suffered by the user, school personnel or third parties, damages to property owned by the user, school personnel or third parties of damage to school district facilities, equipment or property.

*In the event that the applicant is a group of individuals, as provided by the school district policy, the names, addresses, phone numbers and signatures of at least seven (7) of the individuals must also be attached hereto, and the name, address and phone number requested in the application should be the primary contact person.

Organization's Responsible Individual's Signature

Building Administrator's Signature (indicates approval)

Superintendent's (or designee) Signature

Date