

ALBION CENTRAL SCHOOL
APPLICATION FOR USE OF SCHOOL GROUNDS/FIELDS

2016 - 2017

Date(s) Requested: _____ (If more than 4, please list on separate sheet) Time Requested: _____ a.m. to _____ p.m. Have you used this field in the past for this activity? _____ Yes _____ No Does the activity involve ACSD students? _____ Yes _____ No <u>SUMMER REQUESTS:</u> Due to the number of field usage requests from community organizations, it is critical that the organizations cooperate in sharing field usage.	Organization: _____ Activity: _____ Date this form was submitted: _____ Semester Requested: Fall Spring Summer (Circle One) Notes: A custodial fee will be assessed for hours beyond scheduled custodial hours. An area cannot be reserved for an entire year. Reservations are accepted by semester only.
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_____	I. VARSITY FIELDS (Use of fenced areas): DAYTIME USE: No lights _____ Soccer _____ Softball _____ Football Maximum of 3 hours \$ 20.00 _____ each additional hour @ \$5.00	
_____	II. VARSITY FIELDS: (Use of fenced areas): EVENING USE: Lights _____ Soccer _____ Softball _____ Football (Football field is available only in the off-season and only for non-athletic occasional events) \$ 55.00 _____ each additional hour @ \$15.00 (Includes \$10 per hour for lights.)	
NOTE: Varsity Fields are not available for regularly scheduled community league games.		
_____	III. ADDITIONAL _____ Use of bathrooms for varsity fields \$ 10.00 _____ Each hour beyond 3 hours @ \$10.00 per hour	
_____	IV. FIELDS OUTSIDE FENCED AREA Please identify area: _____ No Charge	
_____	V. VARSITY REFRESHMENT STAND/KITCHEN: Deposit \$ 25.00 Rental Fee 25.00 KITCHEN/SUPERVISOR _____ hours x \$10 per hour	
Use of this area requires payment for a Kitchen Supervisor to <u>oversee</u> use of cooking equipment, clean up and to assure health standards for serving food are met and follows. The organization renting the facility is responsible for cooking, serving, and clean-up. Deposit is returned if facility is left clean as approved by supervisor.		
_____	VI. ROPES COURSE: (1 instructor required for maximum of 12 participants) _____ Corporate Group _____ participants @ \$100 per 12 participants \$ _____ _____ Outside Non-Corporate Group @ \$50.00 hr/ x _____ hrs. _____ _____ In House Groups @ \$30.00 hr/ x _____ hrs _____	
TOTAL CHARGE: Please make checks payable to Albion Central School District		\$ _____
c/o Laura Marek		

I HAVE READ AND SIGNED THE USER AGREEMENT ON THE BACK OF THIS FORM AND WILL OBTAIN A CERTIFICATE OF INSURANCE. Individual responsible for payment and insurance: _____ Address: _____ _____ Telephone: _____ APPROVED: _____ Randy Knaak, Athletic Director Date _____ APPROVED: _____ Michael S. Bonnewell., Superintendent Date _____ Insurance: _____	COPY DISTRIBUTION Principal _____ Custodian _____ Applicant _____ Maint. & Op. _____ Media _____ Other _____ File _____ Ropes Coordinator _____
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SCHOOL SPONSORED EVENTS will take precedent. Your event could be cancelled due to unforeseen conflicts or weather conditions affecting the fields. Should this happen you will be contacted for different dates or fees paid will be refunded. (OVER)

SUBJECT: COMMUNITY USE OF SCHOOL FACILITIES

All organizations wishing to use school facilities must submit this form to the District Office on or before the following dates:

No later than the Wednesday prior to the monthly Board Meeting.

*The Request is subject to the approval of the Albion Board of Education and the availability of the building.

No applications will be accepted prior to **August 1** for the Fall Semester, **November 1** for the Spring Semester and **May 1** for the Summer Semester. This schedule is required in order to permit school activities to be scheduled first.

The organization/designee is responsible for completing the necessary forms.

The following regulations shall be in force:

1. The applicant in charge of this activity shall assume full responsibility for proper supervision and shall agree to assume responsibility for payment of costs of any damages sustained in facility usage.
2. Smoking is not permitted inside building or on school property at any time.
3. Only the room or designated area granted in the original request shall be used.
4. Classroom materials and/or equipment are not to be used without specific permission, and media equipment shall not be used unless operated by school personnel.
5. All rooms and areas are to be left in an orderly condition after usage.
6. Outside groups must provide a certificate of insurance with minimum liability of \$1,000,000 each occurrence and \$2,000,000 aggregate and naming the Albion Central School as the additional insured at the time of the application. The certificate holder should be the Albion Central School District. Approved Booster Groups that support or enhance the interests of the District may sign a waiver of insurance to use the facility for a meeting. A certificate of insurance must be obtained, however, when the Booster Group is using school facilities to raise money, holding physical activities, selling food products or holding meetings of more than 100 people.
7. If the Board of Education approves an Application for Use of School Facility, noncompliance with any of the foregoing regulations may, in the discretion of the Board of Education, result in the immediate revocation of such approval and the denial of further use of school facilities by the applicant.
8. The Superintendent, after consulting with the Superintendent of Buildings and Grounds and/or the Board President, has the authority to close the school buildings and/or grounds, should conditions be inappropriate for community use and/or continued use, and place an unfair burden on the tax payers.

Proof of insurance shall be provided and fees paid prior to the use of the building.

Applicant's Signature: _____ Date: _____