# USE OF FACILITIES REQUEST FORM

## Return this application to either Brass Castle School, Port Colden School, or the WTSD Board Office to be processed.

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| **Name of Organization:** | Enter text here. | **Applicant:** | Enter text here. |
| **Purpose of Request/Event:** | Enter text here. |
| **Date(s) of Event:** | Enter date here. | **No. of Guests:** | # here. |
| **Actual Event Time:**  | Enter time here. | **Set Up Time\*:** | Enter time here. | **Take Down Time\*:** | Enter time here. |
| * *The building will be opened 15 minutes prior to the event. The doors of the building will be locked at the end of the event.*
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| **Building Request:** | [ ]  Brass Castle School [ ] Port Colden School |
| **Location Request:**  | [ ]  Gym [ ]  Ball Field [ ]  Stage [ ]  Library [ ]  Kitchen  | (Contracted food service staff must be contacted for availability and costs) |
| [ ]  Other  | Enter text here. |
| **Tables/Chairs** | [ ]  Tables  | How Many?# here. | [ ]  Chairs | How Many?# here. | [ ]  Other | Enter text here |
| **Equipment Request** (projectors, screens, etc.): | Enter request here. |
| **Liability Insurance:** Building Use Applicant must provide a “Certificate of Insurance” for $1,000,000 naming Washington Township Board of Education as additional insured. (Employees reserving building use for clubs and other student-related activities need not provide an insurance certificate.) |
| Liability Insurance Carrier: | Click or tap here to enter text. |
| *I have read the Washington Twp. Board of Education “Use of Building Regulations” regarding the Use of School Facilities, including the Board’s concussion policy, and agree to abide by it and be responsible to the Board of Education for the organization requesting the use of facilities. Indoor school facilities shall not be available when school in session, i.e. holidays, vacation periods, over the summer or any early dismissals, such as conference days, etc. I recognize that the organization I represent will be financially responsible for the repair or replacement of said equipment in the event of damage to, or loss of, during the above stated time.* |
| Signature of Applicant: | Click or tap here to enter text. | Date: | Enter date here. |
| Phone:  |  Enter phone here. | Cell:  | Cell Phone Here. | Address: | Enter address here. |
|  |
| **Office Use Only** |
| Building Calendar Approval | Click or tap here to enter text. | Date: | Click or tap to enter a date. |  |
| Building Principal Approval | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| Superintendent’s Approval | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
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**Building Use Regulations**

1. The doors to the building will be opened 15 minutes prior to the event. If you need access to the building prior to that time please contact the school’s main office to request another entrance time. Doors of the building will be locked at the end of the event.
2. With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education’s policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.
3. A custodian must be present at all gatherings. An applicant is responsible to pay the custodian’s hourly rate through the Board of Education for activities outside of the custodian’s regular shift.
4. Each group requiring custodial services is expected to personally instruct him/her as to his/her expected services. If any group cancels their reservation and does not inform the custodian, it will be required to pay the agreed upon remuneration if he/she makes a special trip to the school.
5. This completed application, with accompanying insurance certificate, must be submitted to the Board Office for approval at least two weeks prior to the start of the activity, whenever possible.
6. Organizations are financially responsible for the repair or replacement of equipment in the event of damage to, or loss of, during the time they use the facility.
7. Once the application is approved, all changes must be cleared through the school office.
8. All school-related activities, including service organizations are cancelled when the school is closed.
9. Supervision must be provided so that all children do not wander throughout the building.
10. Advisors must remain with the children until a parent/guardian arrives to pick up the child.
11. If the activity is to begin immediately following dismissal, the advisor must be present when the bell rings for dismissal.
12. Indoor school facilities shall not be available when school is not in session, i.e. holidays, vacation periods, over the summer or any half days such as conference days, early dismissals etc.
13. Contact person must be a resident of Washington Township or an employee of the Washington Township Board of Education.
14. No smoking or drinking of intoxicants permitted in school buildings.
15. Activities are limited to the facilities and rooms originally requested.
16. Tables, chairs and other school-owned property will not be loaned for any use other than Board-approved school functions.
17. The applicant is responsible to pay the kitchen employee’s hourly rate through the Board of Education office for use of the kitchen as a member of the kitchen staff must be present when the kitchen is being used.
18. Permission will not be granted for partisan political meetings, or for private, profit-making organizations.
19. No shoe roller blades are permitted inside the buildings.
20. Activities are to be contained to the requested area i.e.: no basketball throwing in the hallways.
21. Employees reserving building use for clubs and other student-related activities need not provide an insurance certificate.
22. If the Washington Township School student body were to need the requested facility, the applicant’s activity would be moved to a comparable room.