

**MILLINOCKET SCHOOL DEPARTMENT**

**BUILDING USE REQUEST**

Date of Application \_\_\_\_\_

Organization or Individual \_\_\_\_\_

Building \_\_\_\_\_

Function of space \_\_\_\_\_

Date(s) to be used \_\_\_\_\_

Specific times to be used (i.e., 9:00 AM – 12:00 PM) \_\_\_\_\_

Will charge fee of participants in group? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, admission will/will not be charged; proceeds will be used for: \_\_\_\_\_

Name, address and telephone number of person responsible for activity:

**INSURANCE INFORMATION: Organizations Only**

Do you have an in-force public liability policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what are the limits of liability?

Bodily Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_

**RULES GOVERNING USE OF FACILITIES:**

- A. All Millinocket schools will be smoke-free at all times. School grounds will also be smoke-free during school hours and school functions.
- B. All Millinocket Schools will be alcohol and drug free at all times. School grounds will also be alcohol and drug free.
- C. Activity shall be restricted to that area for which permission is granted.
- D. The activity shall not extend beyond the hours approved in the request.
- E. All programs shall be planned so they do not interfere with the regular day school schedule.

- F. The organization using the building shall be responsible for moving its equipment into and out of the building.
- G. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- H. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- I. School authorities must have free access to all rooms at all times.
- J. When building is used by individuals for profit making activities a fee of \$100 for use of the gymnasium and \$75 for use of the auditorium will be charged.

**Gymnasium note:** When a gymnasium is used by an organization, there will be a charge of \$100 or actual costs, whichever is greater, unless the event is run on a profit-sharing basis with some school organization. This charge may be waived by the Superintendent of Schools.

**Auditorium note:** A charge of \$15.00 per hour shall be assessed any outside organization when stage lights and dimmer controls are utilized. Furthermore, when these facilities are requested, the Principal of the school shall appoint a Director responsible for set-up and rehearsals and operating dimmer controls during performances. This Director shall be paid the current chaperone rate of pay be the organization utilizing this equipment. In the event student directors are used, they shall be paid minimum wage.

- K. Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- L. No school property or equipment is to be altered or removed from the premises.
- M. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the school as insured. The absence of such a certificate will preclude use of the facility.
- N. This permit is revocable at any time by school authorities.
- O. No reservation will be made until this application is returned and approved by the Principal.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Millinocket School Department property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind,

which said school may sustain or incur because of use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Copy to Central Office \_\_\_\_\_

Billed by Central Office \_\_\_\_\_

8-1-17