

ELKHART LAKE-GLENBEULAH SCHOOL DISTRICT
Application and Permit for Use of School Facilities
Non-School Sponsored Organizations

Directions:

1. Complete the following application and submit it to the building office along with a certificate of insurance (non-school organizations).
2. Specify the area requested (e.g. gym and locker rooms).
3. Specify the amount of time needed for the activity. Be sure to include set-up and clean-up in your estimation.
4. Groups are expected to set-up and clean-up themselves. The school district will not provide custodial help.
5. Please do not plan to store scenery or equipment without advance permission.
6. If a key is needed, it must be obtained in the school office before 4:00 p.m. on the day of the activity.
7. Groups are expected to comply with the enclosed expectations.

Important:

- The person whose name appears as supervisor of the activity is responsible for the building. S/he is the only person entrusted with the keys. Do not lend the keys to anyone.
- Children are not permitted in the building without adult supervision. Adult supervision must be constant.

BUILDING REQUESTED: ___ High School ___ Elementary/Middle

DATE(S) REQUESTED:

AREA(S) REQUESTED:

TYPE OF ACTIVITY:

TIME ACTIVITY WILL BEGIN: _____ TIME ACTIVITY WILL END: _____

SPONSORING ORGANIZATION: (Please provide address, telephone number and Certificate of Insurance):

All buildings must be left in the same condition in which they are found. Those persons responsible for clean-up must be listed. If a custodian is needed, a charge will be made in addition to any rental.

CLEAN-UP CREW and ADULT SUPERVISORS:

SPECIAL NEEDS:

RENTAL CHARGE: _____

CUSTODIAL CHARGE: _____

I hereby certify that I am an agent of the above organization and have been authorized to accept in their name the responsibility for observance of the rules and regulations of the Board of Education as a condition of the issuance of this permit.

Signature of Supervisor of Activity

Date

Signature of Building Principal

Date

___ Activity Approved

___ Activity Not Approved

___ Keys Checked Out

___ Keys Returned

NOTE: It is the policy of the Board of Education to approve the use of school buildings by non-school sponsored organizations provided such use does not interfere with school or school-sponsored activities and meetings are open to the public. Should it become necessary to schedule school activities in areas previously reserved, you will be notified to make other arrangements or to request a different area of the building for use.

EXPECTATIONS FOR THE USE OF ELKHART LAKE-GLENBEULAH SCHOOL BUILDINGS

- Students are to be in the area of the activity only.
- Students must be supervised by an adult at all times – before, after, and during an event. Supervision means that there is an adult physically and mentally present to the students.
- Clean and secure the area before leaving the premises:
 - Check all entrance doors to make sure they are locked and secured,
 - Check rooms, including bathrooms and locker rooms, for running water, lights.
- Students and adults are expected only in the area of the building which has been reserved for use.
- Demonstrate respect for the building and property.
- Damage to property or disorder requiring custodian clean-up will be charged to the authorized party.
- No tobacco, alcohol, drug use, no weapons.
- Decorations or scenery must have pre-approval to put up or to be stored.
- A custodian, authorized school employee or a non-employee approved by the building principal must be present at all times while people are present in the building.
- The right to revoke a permit at any time is reserved by the Board of Education or the District Administrator.

RENTAL FEE SCHEDULE

The Board of Education or the District Administrator reserve the right to:

1. Deviate from the rental guide.
2. Restrict the use of the facilities to any group, which, in the Board's or District Administrator's opinion, would be detrimental to the philosophy of the district as viewed by the community.

	Non-Profit Group No Admission	With Admission	For Profit Group
High School Gym	\$15 for 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Elementary School Gym	\$10 for 2 hours + \$3 for every hour thereafter	\$20 for 2 hours + \$5 for every hour thereafter	\$30 per hour
Middle School Gym	\$15 for 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Cafeteria (any)	\$10 for 2 hours + \$3 for every hour thereafter	\$15 for 2 hours + \$5 for every hour thereafter	\$20 per hour
Kitchen (high & middle school)	\$15 per event	\$20 per event	\$30 per event
Auditorium (high school)	\$15 per 2 hours + \$5 for every hour thereafter	\$25 for 2 hours + \$10 for every hour thereafter	\$35 per hour
Library (any)	\$10 for 2 hours + \$5 for every hour thereafter	\$15 for 2 hours + \$10 for every hour thereafter	\$20 per hour
Classroom (any)	\$10 per event	\$15 per event	\$20 per event
Tennis Courts (reserved)	\$3 per hour/court Maximum 4 hours	\$5 per hour/court Maximum 8 hours	\$7 per hour/court Maximum 8 hours

Fees are for maintenance and operation costs
Make checks payable to the Elkhart Lake-Glenbeulah School District

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