

MOUNTAIN HOME PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITY

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Building: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Hours: \_\_\_\_ am/pm \_\_\_\_ am/pm  
(Time you will be in the facility)

PURPOSE FOR WHICH REQUESTED: \_\_\_\_\_

FEES: Based on two hour time period. (See back for fee schedule)

For Facility Rental: . . . . . \$ \_\_\_\_\_

Other (supervision, tables, chairs, etc.) \$ \_\_\_\_\_

Total – Rental of building only \$ \_\_\_\_\_

Custodial services will be billed separately after the event for actual hours worked--normally one hour before event, event time, and approximately two hours after event for cleanup. Phone 425-1226.

Kitchen (not cafeteria) Use: Yes \_\_\_\_ No \_\_\_\_

If kitchen (not cafeteria) is to be used, prior approval from the Food Service Director (425-1225) is required. **It is the renter's responsibility to contact the Food Service Director for additional information.**

Kitchen rental charges and food service worker hourly costs will be billed separately after the event.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Organization Representative

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Building Principal/Athletic Director (if athletic facility is used)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Food Service Director (if kitchen is used)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Director, Auxiliary Services (Mandatory)

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Superintendent of Schools

## ADDITIONAL ADMINISTRATIVE PROCEDURES FOR USE OF SCHOOL FACILITIES

The following categories will be used to identify groups that will be charged fees for use of school facilities. Each principal will decide charges by placing organizations in one of the categories listed below:

1. SCHOOL SPONSORED ACTIVITIES-SCHOOL USE, OUR STUDENTS - No charge for facilities\*.
2. A RECOGNIZED EDUCATIONAL ORGANIZATION CONSISTING OF OUR STUDENTS- TEACHERS - No charge for facilities\*
3. A NON-STUDENT ORGANIZATION WITH AN EDUCATIONAL PURPOSE - Minimum charge
4. ORGANIZATION OF OUR STUDENTS WITH A NON-EDUCATION PURPOSE - Minimum charge
5. NON-STUDENT ORGANIZATION WITH A NON-EDUCATION PURPOSE - Maximum charge

\* Charge for custodial services as required.

BUILDING	CAFETERIA		GYMNASIUM		CLASSROOM		CUSTODIAL/FOOD SERVICE FEE
	Max	Min	Max	Min	Max	Min	
Senior High New gymnasium	\$50	\$25	\$ 50 \$100	\$25 \$50	\$20	\$10	<u>All Buildings:</u> Custodian - \$20/hr
Junior High	\$50	\$25	\$ 60	\$30	\$20	\$10	Food Service – Fee is 1.5 times employee’s regular hourly wage times number of hours worked after hours
Pinkston	\$50	\$25	\$ 40	\$20	\$20	\$10	
Guy Berry	\$40	\$25	\$ 30	\$15	\$20	\$10	
Nelson Wilks	\$40	\$25	\$ 40	\$20	\$20	\$10	

For guidelines and rental rates and fees for the auditorium, refer to James C. Dunbar Auditorium Guidelines and Policy. Copies are available in each building principal’s office.

If a cafeteria or classroom is set up with tables and/or chairs by the Maintenance Department personnel, an additional fee is charged. The fee is \$30 for set up and removal of chairs and \$20 for set up and removal of tables.

Contracts should be signed and money for rent collected in advance of usage of the facility. Custodial services will be charged after the event. Checks should be made payable to Mountain Home Public Schools. Rental fee is based on a two hour period of time. Use of a longer period of time will be charged accordingly.

All requests for use of school facilities should be referred to the building principal. The maintenance supervisor will be responsible for janitorial arrangements with his/her building custodians. The Food Service Director will be responsible for arranging for food service personnel. A custodian or other school employee must be present when a group is using one of the facilities.

### OTHER CONDITIONS:

1. Groups will not be allowed use of the kitchen unless approved by the Food Service Director. If kitchen appliances are used, a fee of \$30 will be charged in addition to the fee for food service personnel. A food service employee must be present if kitchen equipment is to be used.
2. The District food service department may provide banquets or special meals to any school group when possible for the least amount of money possible.
3. A principal will not serve as janitor and will not receive money for opening facilities or cleaning up.