

RAYMOND SCHOOL FACILITY USE APPLICATION



- \$15 per application (includes up to five dates) • • \$50 per application (unlimited yearly)

Room(s) Requested _____ Grounds Requested _____

Day of Week	Date(s)	Actual Meeting/Activity Time		Set-up and take-down time	
		From	Until	Before	After

1. Name/Type of Activity _____

2. # of Raymond Residents _____ # of Non-Raymond Residents _____ # of Children _____ # of Adults _____

3. Is a membership fee charged to belong to your group or will a fee be charged for this function/activity? Yes No

4. Will you require kitchen facilities? Yes No

Additional cost per hour will be charged. Please contact Food Service at 262-835-2929 ext. 134.

5. Is this a district-sponsored event? Yes No If yes, must be signed by the Superintendent/Principal.

Principal/Director's signature for district-sponsored event _____

6. Complete the set-up request on page 2.

Contact Person _____

Address _____ City _____ Zip _____

Phone (Day) _____ (Evening) _____ (Cell) _____

Email _____

It is agreed that the facilities requested would be used in accordance with all applicable Raymond School Board Policies and that applicable charges will be paid within thirty days of billing. By signing this application you agree to all the rules and regulations listed on page 2 of this application.

Signature of Requestor _____ Date _____

Signature of Responsible Adult _____ Date _____

Application Fee Waiver Request • Please explain the reason for the request: _____

Approved Not Approved (reason) _____

Person Authorizing Waiver _____ Date _____

Office Use Only

Building Approval _____ Date _____

Superintendent/Principal Approval when applicable _____ Date _____

Application Fee \$ _____ Paid by: Check # _____ Cash

Facility Use Charge \$ _____ Paid by: Check # _____ Cash

Fob Deposit Charge \$ _____ Paid by: Check # _____ Cash

Set-up requests must be done in writing. Use the space below to draw the set-up you are requesting. Must also request other materials in advance.

□ =Tables, X=Chairs

Additional Requests _____

General Rules and Regulations for Facility Usage

1. Permit applications must be submitted two weeks prior to the requested date.
2. All groups shall name an adult who shall be directly responsible for the activities of the group.
3. The named group leader shall arrive at the school early enough to direct the users to the appropriate part of the building. He/she should also be the last to leave.
4. The named group leader is responsible for contacting the custodial/office staff prior to the event for entrance information.
5. The named group leader must keep the groups in the areas to which they are assigned. Any additional use of the building facilities, not prearranged, could result in additional charges.
6. Any changes to the facility that requires additional custodial time and/or use of additional equipment will be charged accordingly.
7. Groups are responsible for leaving the facilities neat and orderly. Raymond School District #14 reserves the right to charge the group for any necessary clean up.
8. Damage of any type must be reported to the custodial staff. The cost to repair the damage will be the responsibility of the group.
9. Gym Requirements: Gym shoes must be worn at all times. Only approved equipment will be allowed in the gym. No hanging on backboards, nets or support brackets. No food or beverages in the gym. Only soft core indoor-approved balls allowed.
10. In the event of school cancellations due to inclement weather, all building activities are also cancelled.
11. Cancellation is accepted up to 24 hours in advance. Call 262-835-2929. If notification is not received your permit may be revoked.
12. A \$50 cancellation fee will be imposed for "no shows." Any rule violation may result in termination of your facility usage permit.
13. Approval of any request in which a fee is charged will be pending Raymond School Board approval and proof of insurance.

It is understood that School District activities have preference over all outside activities in use of school facilities and this request is subject to cancellation or change if the facility is needed for a school activity. If permission is granted, the requester agrees to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity for which the requester uses any part of the school facility. Any breach of security (doors left open, etc.) that leads to additional expense for the school district (fines, staff overtime) will be the requester's responsibility. Any group not in a district-sanctioned activity and not led by staff, requires a certificate of insurance with general liability limits of no less than \$1 Million occurrence and \$1 Million aggregate. The policy should include either a copy of a blanket endorsement or specific endorsement naming the district on the policy. The requirement is to have supplied a certificate of insurance, naming Raymond School District as an additional insured. Further, in accordance to State requirements and Board policy, the requester agrees that all participants will be in accordance with all applicable Raymond School Board policies. A Deposit of \$20 is required for after hours use that requires a key fob and security password. Fobs must be returned immediately following event.