

**RAYMOND SCHOOL DISTRICT  
APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

Group/Individual Making Request \_\_\_\_\_ Date \_\_\_\_\_

Type of Meeting, Name of Course, etc. \_\_\_\_\_

Approximate Number Attending \_\_\_\_\_ Is meeting open to public? \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Facility Desired (Cafeteria, Classroom, Gym) \_\_\_\_\_

Date(s) Desired \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Key(s) Issues \_\_\_\_\_ Date (Keys) to be Returned \_\_\_\_\_

Name of school district employee present during use of facilities \_\_\_\_\_

Equipment Desired (P.A. System, Audio-Visual Equipment, Tables, Chairs, etc.) \_\_\_\_\_

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**THE ABOVE APPLICATION FOR USE OF SCHOOL FACILITIES IS APPROVED  
SUBJECT TO THE FOLLOWING REGULATIONS:**

**Liabilities and Procedures:**

1. Application for use of school facilities shall be made through the principal's office.
2. The superintendent shall determine a fee schedule applicable for use of District facilities. The fee schedule shall be evaluated on an annual basis. The superintendent shall make any reduction or waiver of the fee.
3. Sponsoring organizations shall provide sufficient, competent adult and/or special supervision, and the amount of the adequate supervision will be agreed upon at the time the authorization is issued.
4. Alcoholic beverages and other narcotics will not be permitted in school facilities or on school property at any time. Smoking is not permitted on school property.
5. All applicants for the use of District facilities shall hold the District free and

- without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the superintendent based on actual costs of repair including labor and materials. A bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
6. The superintendent possesses the authority to make the final decision on use of school facilities by a group. However, the group may appeal such decision to the Board of Directors.
  7. Because of the value of the District's playing fields to the community's total recreational opportunity, the fields may be used by all residents. However, the use must be appropriate and compatible with each playfield and its surrounding area. Such use shall not result in destruction, damages or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are restricted. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.
  8. Due to the liability factor, when students are using the weight room, a qualified adult must be in attendance.
  9. Only designated individuals shall be issued a key. The key shall be issued only for the duration of the use and shall be turned in when the use is completed. A Facilities Use Form will be approved prior to the key being issued.
  10. If individuals given a key are found to misuse the privilege of having the key, the following consequences will take place:
    - a. The individual will conference with the principal. The situation will be discussed and the problem will be solved. If deemed deemed necessary by the principal, the individual's key will be returned.
    - b. Such problems could result in the individual not being issued another key in the future.
    - c. If key(s) should be lost, the individual is responsible for the cost of replacement of the keys and any additional costs incurred in maintaining the security of the facility.
  11. To insure that appropriate security measures are understood, the principal will instruct each person checking out a key and/or using the facility in the following areas: Building security, appropriate supervision of individuals during the activity, proper care (including janitorial cleanup) of the portion of the facilities which are to be used, and consequences if appropriate rules are not followed.
  12. Individuals using the facility will be responsible for their own medical coverage in case of accident or injury and will hold the district harmless of any medical damages. The district cannot and will not provide participant coverage for those individuals using the facilities.
  13. Individuals using the facility will be restricted to occupying only designated



By \_\_\_\_\_ (Group or Individual Making Request)

RAYMOND SCHOOL DISTRICT

By \_\_\_\_\_ Date Approved \_\_\_\_\_  
**Building Principal**

By \_\_\_\_\_ Date Approved \_\_\_\_\_  
**Superintendent**

Revised October 2003