

JOHNSON CITY CENTRAL SCHOOL DISTRICT -- REQUEST TO USE DISTRICT FACILITIES

[Use of District Facilities Requires Board of Education Approval]

REQUESTING ORGANIZATION: _____
ADDRESS & PHONE NO.: _____

DISTRICT FACILITY BEING REQUESTED: _____
Classroom/Location at Facility: _____

DATES(s) BEING REQUESTED: (include time for setup and tear-down) [Use as many sections below as necessary]

Date(s): _____
Time(s) From: _____ AM/PM _____ AM/PM _____ AM/PM _____ AM/PM
To: _____ AM/PM _____ AM/PM _____ AM/PM _____ AM/PM
Day(s) [Circle]: M, T, W, Th, F, S, Sun M, T, W, Th, F, S, Sun M, T, W, Th, F, S, Sun M, T, W, Th, F, S, Sun

SPECIFIC PURPOSE OF USE: _____

[If space is not sufficient to complete above information, please list on separate sheet of paper.]

Name(s) and Telephone Number(s) of Requesting Organization's On-Site Supervisors on Day(s) of Event:

What Special Equipment or Facilities Do You Request Permission To Use:

If a fee is charged for building use, according to district policy, bill should be sent to:
Name: _____ Address: _____
Phone: _____

Is Admission Fee Being Charged?: _____ Expected Attendance?: _____
Do students who are involved in activity attend Johnson City Schools?: _____
If not, where are students from: _____
Will Food or Drink be Dispensed/Sold: _____ What area will food/drink be dispensed from : _____
What group or person will be in charge of dispensing/selling food and drink: _____

Additional Information: _____

**BE SURE TO READ RULES ON OPPOSITE SIDE OF THIS FORM
IF YOU AGREE TO ABIDE BY THEM, PLEASE SIGN AND DATE**

Note: Do not advertise or plan definitely on using the building in accordance with this application until it has been approved and returned to you.

OFFICE USE ONLY:

Building Principal: _____ School Business Executive: _____
Signature Date Signature Date

Athletic Director (if gymnasium, pool or field is being requested):
Signature Date

Date Approved by School Board: _____ Your Request Has Been:
Charge: \$ _____ (will be billed after event) Approved:
Comments: _____ Denied:
_____ Security Required:

- Routing:**
- Operations Office Secretary
 - Building Secretary
 - Building Principal
 - Head Custodian
 - Food Services Director
 - Athletic Director
 - School Business Executive
 - School Board Secretary
 - Coordinator of Music

(over)

RULES FOR USE OF SCHOOL FACILITIES

1. School district activities have priority over non-school activities. When conflicts occur, the school district reserves the right to cancel non-school activities. The school district will provide as much advance notice as possible.
2. Certification that proceeds will not benefit religious group or fraternal society. If program is open to the general public, the organization assumes responsibility for all damages.
3. No requests will be approved for events during exam time - fourth week in January and the second and third week of June.
4. When district buildings are closed due to inclement weather or other circumstances, events must be canceled by the organization.
5. If the organization cancels an activity and will not be using the district facility, notification must be given to the school building personnel. If the organization is being charged for the facility use and cancellation notification is not given to the school district, the organization will still be charged for the allotted time.
6. An insurance certificate must accompany all applications. Requests for use of the pool must be accompanied by copies of certification held by the on-site instructor and/or life guard.
7. Organizations requesting use of buildings and grounds should make their request at least four weeks prior to date of expected use. Approval of requests for dates after July 1st of the following school year is contingent on budget approval.
8. Use of the High School is limited to:
 - Large or Small Cafeteria
 - Classrooms on the 1st floor and other rooms if needed
 - Large Gymnasium
 - Pool Area
 - Locker rooms
 - Wrestling Room
 - Auditorium
 - Room 222
9. Use of the Elementary-Middle School is limited to:
 - Cafetorium
 - Classrooms on the 1st floor and other rooms if needed
 - MS & Elem. Gyms
 - MS & Elem. Libraries
 - Locker rooms
10. Custodians are not authorized to allow any organization or staff member access to areas of the building other than those listed on the request form.
11. A representative from the organization using the school facility must sign in and sign out with the custodian on duty each time the group is in the building.
12. The rental fees noted on this approved request form will include charges for use of facilities, custodial time and any additional supervisory help that is required from district employees.
13. If extra security is required for a non-school activity, it is the responsibility of the requesting organization to arrange and pay for the security. Security must be provided by an off-duty Johnson City Police Officer and/or a person designated by the district this may be required by the district after reviewing the submitted request. All organizations must monitor hallways and exits to be sure no one is allowed in an area that is not listed on the request form.
14. No organization will be allowed into the building earlier than the requested time and all are to leave the building by the requested time.
15. Anyone found in an unauthorized area of the building may be expelled.
16. Any damage noted after use will be billed to the requesting organization.
17. Failure to abide by these rules may result in the denial of future request for building use by your organization.

I have read the rules listed above and understand them. As representative of my organization, and on behalf of my organization, I agree to abide by them.

Signature of Organization Representative

(Print Name)

Address

Date

E-mail Address

Phone Number