

**FIELD LOCAL SCHOOLS**  
REQUEST FOR USE OF BUILDINGS AND GROUNDS



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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reason for request \_\_\_\_\_

Name of person to be responsible for building \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_ Building Requested \_\_\_\_\_

Day of Week \_\_\_\_\_ Time Building to be Open \_\_\_\_\_ Closed \_\_\_\_\_

Area of Building Requested:

\_\_\_\_\_ Cafeteria      \_\_\_\_\_ Gym      \_\_\_\_\_ Kitchen

\_\_\_\_\_ Classroom(s)      \_\_\_\_\_ Qty of rooms needed

List classroom numbers needed \_\_\_\_\_

\_\_\_\_\_  
Principal's Approval

\_\_\_\_\_  
Superintendent's Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Responsible for Building

\*reverse side for fee schedule

## District Facility Fee Schedule



### Requirements:

- ✓ Proof of \$1,000,000.00 Liability Insurance for organization must accompany building use request
- ✓ Organization may be billed extra for over and above normal cleaning as determined by Director of Business Operations for use of facility and/or grounds

<u>Organization</u>	<u>Location</u>	<u>Rate</u>
Field Local School groups or organizational support groups (ex. Boosters, PTA, etc.)	building, grounds/stadium	FEE – NONE
Community organizations that benefit students (ex. Community Sports, Boy Scouts, etc.)	building, grounds/stadium	FEE – None during regular custodial hours.  ADDITIONAL FEE: If after hours or need to schedule a custodian, FEE will be equal to the overtime rate for the custodian that works the event.
Non Profit Organizations 501(c)3	building, grounds/stadium	FEE – None during regular custodial hours.  ADDITIONAL FEE: If after hours Or need to schedule a custodian, FEE will be equal to the overtime rate for the custodian that works the event.
Non Profit Organizations 501(c)3	stadium lighting	ADDITIONAL FEE: \$20.00 per hour for use of lights at the stadium
For Profit Groups	building, grounds/stadium	Base FEE is \$50.00 per hour.  ADDITIONAL FEE: If after hours or need to schedule a custodian, FEE will be equal to the overtime rate for the custodian that works the event.
For Profit Groups	stadium lighting	ADDITIONAL FEE: \$40.00 per hour for use of lights at the stadium