

Rules concerning facility use:

1. Use of tobacco products shall be limited to outdoor designated smoking areas only.
2. Absolutely no alcoholic beverages or controlled substances shall be brought into, or consumed in the building, or on school grounds.
3. The district will not be responsible for any loss of valuables or personal property.
4. The facility shall be left in the condition in which it was found. Putting up decorations or moving furniture is prohibited unless prior approval has been secured.
5. Gambling of any kind is prohibited without authorization of the Board of Education.
6. Nothing shall be sold, given, exhibited, or displayed without permission.
7. All persons using school facilities shall be responsible for the proper supervision, control, and accommodation of persons attending the activity. Student groups arriving at the building shall not be permitted to enter the building until an adult supervisor is present. Only those persons attending approved functions will be allowed in the building.
8. It is understood that all student projects and all student equipment will remain undisturbed during the course of any event. Further, it is agreed that all areas and equipment will be left in a condition comparable to that upon entering the facility.
9. The adult in charge of the approved function will be responsible for all damages that occur during usage. If additional charges due to time extensions, damage, additional cleaning, etc., become necessary, a detailed statement will be sent to the person in charge of the rental. Such charges will be payable within (30) days from the date of the notice.
10. Equipment, such as movie projectors, vcr's, and office machines, may be used by local groups if prior permission has been granted, use of some equipment may result in a fee.. The group must provide all supplies which they use.
11. No activity shall be permitted in which open flames are used unless approved by the fire department and by the Building & Grounds Supervisor.
12. The right to revoke a permit at any time is reserved by the superintendent or his designee.
13. The custodial staff is expected to facilitate any custodial emergency encountered by the using groups during their normal working hours. If it is necessary for the custodial staff to render services to the group beyond their normal work hours, the group will be billed at the rate the custodian will be paid for their additional work.
14. Custodians are not authorized to provide school equipment to groups except as described and approved in writing on the facilities building use form.
15. The use of building facilities are granted on a specific area basis. This area would include lavatory facilities and drinking fountains closest to the assigned area. In the event individual members of the group do not stay in the restricted area, the person in charge of the facility has the authority to request action by the adult supervisor. If action is not taken, the using group may be asked to vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its members.
16. Persons or groups who fail to live up to the policies and regulations as established by the Board of Education and by the school administration, shall subject themselves to forfeiture of all privileges of future use of Springport School District facilities.
17. Buildings will normally be open one-half (½) hour prior to the activity and for one (1)hour after it's scheduled end, unless other arrangements are requested on the application and approved.
18. In the absence of any specifically assigned professional employee of the school district, school facilities shall be under direct control of the attending custodian and he/she is delegated the authority necessary to insure compliance with all rules and regulations.

**SPRINGPORT PUBLIC SCHOOLS
CHARGES FOR USE OF FACILITIES**

Room	NON PROFIT GROUPS			PROFIT GROUPS		
	2 Hours	4 Hours	6 Hours	2 Hours	4 Hours	6 Hours
Gymnasium	\$30.00	\$60.00	\$90.00	\$100.00	\$200.00	\$300.00
Cafeteria	\$20.00	\$40.00	\$60.00	\$50.00	\$100.00	\$150.00
Kitchen	\$25.00	\$50.00	\$75.00	\$60.00	\$120.00	\$180.00
Classroom	\$20.00	\$40.00	\$60.00	\$40.00	\$80.00	\$120.00
Library	\$20.00	\$40.00	\$60.00	\$50.00	\$100.00	\$150.00

CUSTODIAL CHARGES

	2 HOURS	4 HOURS	6 HOURS	
Monday-Friday	\$32.50	\$65.00	\$97.50	Straight time
Saturday	\$48.75	\$97.50	\$146.25	Time + ½ time
Sunday	\$65.00	\$130.00	\$195.00	Double time

- * Anytime Building Use is Scheduled for an employee to work with a student there must be two employees present.
- * Use of Facilities prohibited in June, July and August, except upon special arrangement, due to buildings being closed for cleaning.
- * Building use does not include use of school equipment. Use of equipment may not be permitted, or may include additional charges.
- * Rates do not apply for school district activities.
- * The district reserves the right to waive fees for community organizations.

CHARGES FOR OUT-OF-DOORS CAMPUS USE

1. \$25.00 per day regardless of whether utilities are used or not.(No Charge the for activities of Organizations of the school.)
2. Any time that utilities must be furnished, a charge equal to the cost of the utilities will be charged. (To any organization not directly connected with the schools.)



EVENT _____

ADULT IN CHARGE _____

BUILDING _____ ROOM _____

CONTACT # _____

SET UP TIME/BLDG OPEN TIME: _____ EVENT START TIME: _____

EVENT END TIME: _____ CLOSE TIME: _____

SPECIAL REQUESTS/SET UP INSTRUCTIONS: _____

SPECIAL EQUIPMENT REQUIRED _____

NEED CUSTODIAN TO OPEN/CLOSE BUILDING _____

DO NOT NEED CUSTODIAN TO OPEN/CLOSE _____

I have read the rules and regulations established by Springport Public Schools as printed on the reverse side of this form and agree to abide by them. I further agree to pay for any damages caused by either myself or any member of my group. The undersigned does hereby waive, release, and forever discharge Springport Public Schools and its agents and employees from any and all injury or damages sustained by the participant or his/her parents, legal guardian, representatives, heirs or successors arising from or out of said participation.

PLEASE CHECK ALL BOXES ON CALENDAR THAT APPLY TO YOUR BUILDING USE REQUEST

June 2009

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2010

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

July 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2010

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OFFICE USE
 JIM ACKER _____ FEE _____
 _____ + RENTAL _____ = _____
 _____ DATE _____ SMITH _____ PERSONNEL _____

All persons using school facilities shall be responsible for the proper supervision, control, and accommodations of persons attending the activity.

APPLICANT SIGNATURE _____ DATE _____

BUILDING ADMINISTRATOR SIGNATURE _____ DATE _____

(Janis Sanford/Tonya Overweg/Chris Kregel/Ron Clift)