

Campbell County School District
APPLICATION FOR USE OF SCHOOL BUILDINGS/FACILITIES/EQUIPMENT

A. Building/Facility/Equipment to be used: Building _____ Room _____
Facilities _____ Equipment _____
Other (Please explain) _____

B. Organization requesting use: _____/thru CC Rec. Dept. _____ Yes _____ No
How many participants? _____

C. Will admission be charged? _____ Yes _____ No If yes, fee charged (amount & description): _____

D. Is this a community service project? _____ Yes _____ No If yes, indicate how community benefits: _____

E. Function to be performed? _____ Conference _____ Recital _____ Meeting _____ Physical Activities _____ Musical/Concert
Other _____ (list _____ activity)

F. Use: Short Term: Date _____ Day of Week (please circle): M/T/W/Th/F/Sat/Sun
Time: _____ a.m./p.m. to _____ a.m./p.m. (first person in to last person out)
Long Term: Inclusive Dates: _____ to _____
Time: _____ a.m./p.m. to _____ a.m./p.m. (first person in to last person out)
Dates Excluded: _____

***NOTE: NO SCHOOL SPONSORED YOUTH ACTIVITY IN DISTRICT BUILDINGS AFTER 6:00 P.M. ON WEDNESDAY NIGHTS.**

G. Special Conditions/Equipment needed: _____

H. Person in charge/responsible: _____ (Typed or Printed Name) _____ (Title)
Complete Mailing Address: _____ Telephone (Home) _____
_____ (Work) _____

CONDITIONS FOR BUILDING USE

1. All users shall leave the building by 10:00 p.m.
2. Food may be allowed only in certain restricted areas.
3. No alcohol or controlled substances or person(s) under the influence of alcohol or controlled substances are allowed on District properties.
4. Building supervisors will have access to the facilities at all times.
5. The person who signs the application is solely responsible for the care and protection of the building, grounds, and equipment and must see that the condition of the facility after the activity is the same as, or better than, its condition before the activity.
6. Scheduled activities may be canceled because District activities have first priority.
7. A schedule of events or explanation of planned activities must be furnished upon request.
8. Building supervisors will have the right to revoke privileges of outside groups at any time for just cause and may establish building- specific conditions for community use of facilities.
9. Buildings will not be committed to outside groups for extended periods of time.
10. Users must, as a condition of use, assume full liability for any personal injuries and for theft of personal or School District property.
11. Specific rules for individual buildings will be furnished by the supervisor in charge.
12. No "tipping" of school employees is allowed.
13. Groups bringing in equipment will state its intended use. This is to avoid damage to the building.
14. Groups will confine themselves to the area of the building they have permission to use.
15. Adult supervision is required of all activities.
16. Schools reserve all concession rights.
17. The person who signs the application is responsible to contact the building supervisor with changes or to cancel the building use at least 7 days prior to the scheduled activity.
18. No school-sponsored youth activities will be scheduled in District buildings after 6 p.m. on Wednesday nights.
19. All C.C.S.D. facilities and grounds are designated smoke and tobacco-free facilities. Smoking or tobacco products are not allowed inside school facilities.

I have read and agree to adhere to the above conditions. _____ Yes _____ No

Signature: _____ Date: _____

FOR SCHOOL DISTRICT USE ONLY

Date Received at School: _____

Special Instructions/Building Comments: _____

Custodial Staff Assignment: _____

Charges: _____ No Charge \$ _____ per hour _____ Hours \$ _____ Total Charge

Approved: _____ Disapproved: _____ Principal Signature: _____ Date: _____

CAMPBELL COUNTY SCHOOL DISTRICT
Community Use of School Facilities
Board Policy 1330 and Regulation 1330-R

The Board of Trustees recognizes the fact that District facilities belong to the general public of the School District and that certain facilities are needed to help meet the cultural and recreational needs of the county. However, they also realize District facilities are primarily for educational programs. The Board is entrusted with the proper use of these facilities and is responsible for the financial investment.

District facilities may be used by outside groups as long as such use does not interfere with scheduled or projected District activities.

Facility use is to be of a public nature and available to a majority of the county population for such worthwhile activities as educational, cultural, civic or charitable programs. Activities that interfere with District programs, constitute an extreme public nuisance, teach theory or doctrine subversive to government organizations, represent excessive use by a single organization, or are dances sponsored by organizations other than recognized student activity groups will not be permitted.

All outside groups requesting use of facilities must complete a facility use form and file it with the supervisor in charge of the facility. Each request will be added to the master calendar only after administrative approval has been granted. C.C.S.D. reserves the right to refuse use of District facilities to outside groups for just cause.

Charges for building use may be assessed by building supervisors. Charges are intended primarily to recoup the cost of C.C.S.D. employee overtime, supplies and materials used in support of the building use; however, charges may vary based on group type, intended use, stewardship and whether there is an admission charge. The building supervisor may apply the charge when:

- 1)the building is not scheduled to be occupied by District personnel, and supervision/security is required;
or
- 2)the building is occupied by District personnel but additional (overtime) hours are required for preparation/supervision/clean-up as a result of community use.
- 3)Supplies and materials used in support of the building use are of such quantity that reimbursement is appropriate.

Custodial Overtime - Policy No. 1330/Regulation 1330-R

Charges for community use of buildings will be assessed and collected by building supervisors at a rate determined yearly by the Finance Department, payable to Campbell County School District. Conditions for building use (shown on the application for use) must be adhered to.

Tobacco Use - Policy No. 4336/Regulation 4336-R

As of March 1, 2004, the use of tobacco products by employees, patrons, and visitors on any School District property and in vehicles owned, leased or operated by the School District. Tobacco use in private vehicles on all School District property is also prohibited.