

BUILDING & GROUNDS USE APPLICATION

Name of Group or Organization: _____

Name of Applicant: _____ Phone: _____

Billing Address: _____ Contact Email: _____

Facility Requested: Vermilion High School _____ Sailorway Middle _____ VHS Field House _____
 Vermilion Elementary _____ Stadium or other Athletic Fields _____

Specific Area(s) or Room(s) needed: _____

Purpose of Use _____ Estimated Number of People _____

Actual Activity Date(s) _____

Setup Time from _____ to _____ Activity Hours: from _____ to _____

PRINCIPAL'S SIGNATURE: _____ **DATE:** _____

_____ **APPROVED** _____ **DENIED**

REGULATIONS

1. Renters must confine activities to area requested and park in designated areas only.
2. Renters must provide adequate adult supervision.
3. Supervisors must arrive and report to the custodian before the scheduled starting time of the activity and remain until all persons have left the building.
4. Renters will be charged for all clean-up costs.
5. ALL VERMILION FACILITIES ARE DESIGNATED AS "SMOKE FREE". This means smoking, or use of any tobacco products, are not permitted inside any of our buildings OR outside on any school property. *APPLICANTS ARE EXPECTED TO CONVEY THIS INFORMATION TO **ALL** MEMBERS OF THEIR GROUP AND MAKE CERTAIN THAT EVERYONE ABIDES BY THIS RULE. Failure to do so may result in loss of privilege to use our facilities.*
6. **ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS ARE PROHIBITED** in or on any Board of Education owned building or property.
7. Buildings and grounds are to be used only for those activities for which the facilities are designed and intended.
8. Technicians will be assigned when stage equipment and lighting is to be used.
9. A food service worker will be assigned when a kitchen is requested. Cost will be the responsibility of the renter. The kitchen will be locked unless requested.
10. This form must be completed and fully authorized by the building principal and the central office and on file at least one full working day prior to the activity.
11. This application is valid for one school year only. A new application must be submitted annually.
12. The Superintendent is authorized to waive rental fees for qualified non-profit organizations (Policy 7510).

IMPORTANT NOTICE: All renters are responsible for accident and liability insurance coverage. The Board of Education will not assume any responsibility for the coverage of the activity or the people involved. The applicant signing this form agrees to indemnify and HOLD HARMLESS the Vermilion Board of Education and their agents and employees from all liability, claims, demands, damages, and/or costs for or arising out of the activity named on this form, whether it be caused by the negligence of indemnitor or Vermilion Board of Education or either party's agents or employees, or otherwise.

The renter must provide the district with a Certificate of Liability Insurance in the amount of \$1,000,000.00 showing the Vermilion Local School District as a certificate holder.

APPLICANTS SIGNATURE: _____

RULES GOVERNING USE OF BUILDINGS AND GROUNDS

1. A district representative must be present at all times when buildings are in use, and a maintenance person must be present when stadium is in use.
2. The grounds, buildings and equipment must be given good care. Damage done beyond normal wear will be charged to the renting organization.
3. Renting organizations are expected to be out of the buildings one hour before the close of the custodial shift unless special arrangements are made at the time of application.
4. No unauthorized method for obtaining funds, including any form of gambling, is permitted in District buildings or on district grounds.
5. School activities will take preference over all other activities.
6. The school administration reserves the right to assign security personnel for special activities.
7. ***SMOKING IN BUILDINGS AND ON SCHOOL GROUNDS IS PROHIBITED AT ALL TIMES.***

EMPLOYEES SERVICES USED

1. Custodian fee for each hour required will be charged for hours used outside of normal scheduled work hours. If renting organization requires more than opening and closing of the school facility, a fee, which may include custodial time and/or overtime, will be assessed.
2. Food Service Manager or Worker fee for each hour required (at regular pay rate and/or overtime, if required).
3. Stage lighting or sound technician for the high school – fee for each hour (at pay rate).
4. The Superintendent is authorized to waive rental fees for qualified non-profit organizations.

SCHEDULE OF CHARGES FOR USE OF SCHOOL FACILITIES

VERMILION ELEMENTARY SCHOOL

Gymnasium	\$50.00 per hour
Kitchen and Commons Area	\$30.00 per hour
Commons Area Only	\$20.00 per hour

SAILORWAY MIDDLE SCHOOL

Gymnasium	\$35.00 per hour
Kitchen and Commons Area	\$30.00 per hour
Commons area only	\$20.00 per hour

VERMILION HIGH SCHOOL

Gymnasium	\$50.00 per hour
Auditorium	\$40.00 per hour
Kitchen and Commons	\$30.00 per hour
Commons Area Only	\$20.00 per hour
Stadium with lighting	\$125.00 per hour plus grounds cost if needed
Stadium without lighting	\$75.00 per hour plus grounds cost if needed

FIELD HOUSE

Gymnasium	\$50.00 per hour
Weight Room	\$50.00 per hour

When a custodian is not assigned for regular duty, an additional per hour fee will be assessed for custodial services. Custodial costs will be based on the district's actual cost for labor and benefits.

Minimum charge for use of facilities is \$10.00. A deposit may be required at the time of application.

Fees for rehearsals will be charged when additional costs are incurred by the school (example: opening of a facility after normal working hours or on a weekend; lighting or sound technician, etc.).

Invoices will be issued monthly. All invoices are due and payable ten (10) days following the invoice date.