

**REQUEST FOR USE OF SCHOOL FACILITIES**

Area of the building requested: \_\_\_\_\_

Event to be held \_\_\_\_\_

Date of the event \_\_\_\_\_ Time \_\_\_\_\_

Organization requesting use \_\_\_\_\_

Does the organization have liability insurance? \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_ Amount of Coverage\* \_\_\_\_\_

\*Minimum coverage of \$1,000,000.00 required

Contact person for organization using building \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**RESPONSIBILITY OF PERSON REQUESTING USE**

I understand I am responsible for opening, preparing, supervising, securing, and cleaning the building and returning the building to its original state before use. A school employee must be present during the use of the building.

Signature of person requesting use \_\_\_\_\_

Signature of principal \_\_\_\_\_

Signature of Director of Schools for approval \_\_\_\_\_

**MARSHALL COUNTY BOARD OF EDUCATION POLICY**

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and such other purposes that promote the welfare of the community, as approved by the Director of Schools.

1. Requests for the use of the facilities shall be made first at the office of the principal. If approved by the principal, a use of school facility form will be signed by the principal and given to the group requesting use of facilities. The group must secure liability insurance to cover the use of the facilities at the minimum of \$1,000,000.00. Proof of insurance and the use of school facility form must be presented at the central office for final approval by the Director of Schools.
2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted reasonable use of school facilities without charge or insurance coverage.
3. School facilities may not be used for private profit. Any for profit group who wishes to use school facilities for one-time performance or other programs must have special Board approval.
4. Unused facilities may be leased for private day-care centers and kindergartens, which provide educational and child care services to the community.
5. All activities must be under competent adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facility will be responsible for any damage to the building or equipment and payment of supervision and clean-up as set by the Director of Schools.
6. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified.
7. Groups receiving permission for building use are responsible for observance of all fire and safety regulations at all times.
8. The use of alcoholic beverages, drugs, profane language, and gambling in any form is not permitted in school buildings. Smoking within the building is not permitted.
9. The board will cooperate with recognized agencies, such as the Red Cross, National Guard, and Civil Defense, and will make suitable facilities available without charge during community emergencies.
10. When school kitchens are used, a member of the cafeteria staff must be present to supervise the use of the equipment. Compensation must be paid to cafeteria members as set by the Director of Schools.