**LEBANON PUBLIC SCHOOL SYSTEM**

**REQUEST FOR SCHOOL FACILITY/FIELD USE**

**NO SCHOOL BUILDING OR PART THEREOF SHALL BE USED WITHOUT THE SUBMISSION OF THIS FORM WITHIN FIVE (5) SCHOOL DAYS OF THE INTENDED USE.**

|  |  |
| --- | --- |
| Date: |  |

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| --- | --- | --- | --- | --- |
| From: | Organization |  | Address |  |

School Related Municipal Non Profit Community Profit making group

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City |  | State |  | Zip |  | Telephone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Non-Profit Tax # |  | Organization President |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person |  | Telephone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| On site adult supervisor |  | Telephone |  |

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| --- | --- | --- | --- | --- |
| It is requested that |  | be permitted on |  | to use |

Organization date (use page 3 for multiple dates)

|  |  |  |
| --- | --- | --- |
| the |  | between the hours |

School

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| of |  | and |  | Approximate number of participants |  |

|  |  |
| --- | --- |
| Describe activity |  |

Groups not covered under Town of Lebanon insurance:

Insurance Co. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Policy No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Limits of liability \_\_\_\_\_\_\_\_\_\_\_\_\_ Bodily injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Property damage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach a copy of certificate of insurance naming the Lebanon Board of Education as an additional insured on policy.)

**LEBANON BUILDING AND GROUNDS RATES**

* Fee to open/close school = $40

(Categories 3 - 6)

* Use of buildings

For profit making/private groups or groups less than 50% Lebanon residents and non-Lebanon groups, the following fees for facilities will be charged:

Gymnasium $30/hr. plus custodial fee \*

Auditorium/gymnasium & stage $50/hr. plus custodial fee \*

Other rooms, per room $20/hr. plus custodial fee \*

Cafeteria $30/hr. plus custodial fee \*

Kitchen $75/hr. plus custodial fee Food Service Staff and Fees

Gymnasium and stage $50/hr. plus custodial fee \*

* Use of fields by category 5 & 6:

Single game = $25

Season practice = $200

\* Custodial and other staff fees are based upon hourly rate, including FICA and Medicare taxes, and overtime if applicable.

**Checks made payable to: Town of Lebanon** and submitted with completed building use form to the appropriate building principal.

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| **Category** | | | | | |
| The priority list for allocating use of school facilities shall be as follows: | | | | |
| 1. | | Activities related directly to district curricular programs. (No rental fee or associated costs) | | |
| 2. | | Activities related to district extracurricular programs. (No rental fee or associated costs) | | |
| 3. | | Official activities of governmental agencies. (Associated costs) | | |
| 4. | | Activities of local non-profit organizations. (Associated costs) | | |
| 5. | | Activities of private, for profit organizations. (Rental fee and associated costs) | | |
| 6. Activities of out of town organizations. (Rental fee and associated costs) | | | | |
| **Facilities Available** (please select facility desired) | | | | |
|  | 1. | | Gymnasium | |
|  | 2. | | Auditorium | |
|  | 3. | | Kitchen / Cafeteria | |
|  | 4. | | Classrooms | |
|  | 5. | | School Grounds | |
|  | 6. | | Other | |
|  | | | | |
| **Equipment Needed:** | | | |  |
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**GUIDELINES FOR USE**

* We agree that youngsters will not be left unattended at any time even if parents are late in picking up their children.
* We agree that the person in charge will wait for a custodian to lock the building and until the last youngster has been picked up.
* We agree to provide sufficient adult supervision and to leave school property in good condition. We agree to pay for the required number of custodians.
* We agree that we will be financially responsible for any damage to school facilities arising out of this use.
* We agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building and grounds by our organization and will further hold said school harmless for loss of any kind connection therewith.
* We agree that the person in charge will ensure that trash is picked up and properly disposed of in plastic bags (bags will be provided by the group).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Organization) Date

Note: A group may not “sub-let” its permission to anyone else.

**AVAILABILITY AVAILABILITY**

DATES REQUESTED YES NO DATES REQUESTED YES NO

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Building Principal Date

Superintendent Date