

HERMITAGE SCHOOL DISTRICT

2020-21 Request for Use of School Facilities Form

Requests must be submitted at least ten (10) days in advance of intended use

Requested by (Group Name) _____ Date Submitted: ___/___/___

Representative Name: _____

Representative Contact Number(s): (home) _____ (cell) _____

Address: _____ City: _____ State _____ Zip Code _____

Type of Activity: _____

Admission Fee: ___ No ___ Yes: Fee Per Adult \$ _____ Senior Citizens \$ _____ Students \$ _____ Estimate Total # of People _____

Facilities Requested:					
<input type="checkbox"/> HICKORY HIGH SCHOOL	<input type="checkbox"/> DELAHUNTY MIDDLE SCHOOL	<input type="checkbox"/> IONTA ELEMENTARY	<input type="checkbox"/> ARTMAN ELEMENTARY	<input type="checkbox"/> STADIUM	

Building(s)/Site(s) Requested:					
<input type="checkbox"/> Turf Field	<input type="checkbox"/> Softball Field	<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> 8 Lane Track	<input type="checkbox"/> Ticket Booth
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Auxiliary Gym	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> AAA Café
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Library	<input type="checkbox"/> Community Rm	<input type="checkbox"/> Classroom	<input type="checkbox"/> Lrg Group Instr # _____
Other: _____					

Equipment Requested:			
Scoreboard(s): <input type="checkbox"/> Stadium	<input type="checkbox"/> Hickory High Gynasium	<input type="checkbox"/> Delahunty Gymnasium	<input type="checkbox"/> Artman Gymnasium
<input type="checkbox"/> WiFi Access (See Fee) # _____	<input type="checkbox"/> Projector(s) # _____	<input type="checkbox"/> Screen(s) # _____	<input type="checkbox"/> Podium(s) # _____
<input type="checkbox"/> Table(s) (6 ft rectangle) # _____	<input type="checkbox"/> Chair(s) # _____	<input type="checkbox"/> Riser(s) # _____	<input type="checkbox"/> Piano
<input type="checkbox"/> Stage Lights/Operator	<input type="checkbox"/> Auditorium Sound/Operator	<input type="checkbox"/> Microphone(s) # _____	<input type="checkbox"/> Microphone Stand(s) # _____
<input type="checkbox"/> Public Address System/Operator	<input type="checkbox"/> Other: _____		

Dates Requested: (use separate column for each date) <i>indicate rehearsal or performance for auditorium</i>	Date:	Date:	Date:	Date:	Date:	Date:
Facilities accessed at (time a.m./p.m.):						
Equipment operator to report at (time a.m./p.m.):						
Activity will begin at (time a.m./p.m.):						
Activity will end at (time a.m./p.m.):						
Facilities vacated at (time a.m./p.m.):						

Seating Capacities:		
Cafeterias: Hickory High School: 300	Delahunty Middle School: 224	Artman Elementary School: 256
Other: Stadium: 3,000 Home 1,000 Away	Hickory High Auditorium: 1,000	Hickory High Gymnasium: 1,238 without handicapped seating 1,022 with handicapped seating

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- Rental and service fees are charged for the use of the Hermitage School District buildings and facilities. Fees defray the cost of on-going maintenance and improvements to the facilities and fields. District Facilities will only be made available for community purposes if such use does not interfere with the Academic, Arts and/or Athletic programs of the District.
- *Payment is due within 30 days of billing.* Please refer to the fee schedule.
- A certificate of insurance must be submitted prior to the event. District policy requires liability insurance with a minimum of \$1,000,000 combined single limit. The District must be listed by the insurance policy as the certificate holder.
- The Board prohibits weapons, tobacco, drugs, alcohol or use of profane language by any persons in its school buildings and on any property that is owned, leased, or controlled by the School District. The following announcement must be made to patrons at all events: Hermitage School Board policy prohibits weapons, the use of cigarettes, smokeless tobacco, electronic cigarettes, drugs, alcohol or profane language in its school buildings or anywhere on the School District Campus.
- Board policy prohibits gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.
- Whenever a facility is used, a district custodian or another responsible employee must be on duty. Keys will not be provided to any group.
- The custodian on duty or stage manager is the on-site school representative. Your group is expected to cooperate with them at all times. He/she shall not be required to function in any capacity other than to be responsible for school district facilities and equipment.
- **Buildings and facilities are to be left reasonably neat and clean after each event, in substantially the same condition as upon rental. Additional cleaning or repair fees will be accessed should the District determine this requirement has not been met.**
- Any group or organization granted permission for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.
- The administration reserves the right to hire security/police whenever groups are using school facilities. The group requesting the use of facilities shall pay the cost of hiring security/police.
- Due to local fire code, the use of fireworks and/or smoke/fog machines are NOT permitted in the buildings or anywhere on the School District Campus.
- All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager.
- Additional equipment shall not be brought into the school without prior permission.
- A group representative must be present in the building before participants arrive and until everyone has left.
- Please leave the building at the time indicated. Groups must confine themselves to the room and areas assigned to their use. Additional fees will be charged if additional areas are used and may result in additional custodial fees
- The sponsoring organization shall be responsible for the preservation of order, the proper conduct of the people whom they will admit and the enforcement of such rules and regulations as the school district may require.
- Groups requesting to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial fees.
- Food and/or beverage are NOT permitted in the gymnasiums or auditorium at any time.
- All or one-half the anticipated rental fee may be requested in advance.
- Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations.
- Any school facility use request may be denied or revoked by school officials.
- In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.
- Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.
- In such cases where rental agreements stipulate that charges for employees' services will be made, the employee will be paid by the school district and the organization will be billed for the services after the event.
- The district shall be held harmless by the user for any liability that arises from the use of the school facility by any non-school related organization, individual, or activity.
- Political signs or advertisements may not be displayed, posted, or distributed on school property without administrative approval.
- All WIFI usage will be filtered and monitored.
- Fire Alarms: By Order of the City of Hermitage and Hermitage Police If the fire alarm sounds:
 - Everyone must evacuate (no exceptions)
 - Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.
 - The fire alarm must not be silenced until all occupants are evacuated.
 - Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Preventive Code.
 - If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.

I have read the rules and regulations, governing the use of school facilities, on this form and I fully understand that the Hermitage School District shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Signed _____ (Event Sponsor)

Date _____

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Please make checks payable to the Hermitage School District

All Payments due within 30 days of Invoice Date

NOTE: ALL Applicable Additional Fees (as detailed below) will be charged to ALL Groups

Group S – School Related or Affiliated – Includes City of Hermitage

Group C – Community Based or Non-profit with No Admission Charged

Group P – For-profit and/or Group C with Admission Charged

RENTAL FEES

	Group S	Group C	Group P
Auditorium:			
• Rehearsal	\$0	\$6.25/hr-max \$62.50/day	\$25/hr-max \$250/day
• Performance	\$0	\$12.50/hr-max \$125/day	\$50/hr-max \$500/day
Gymnasium:			
• Hickory High School	\$0	\$12.50/hr-max \$125/day	\$50/hr-max \$500/day
• Delahunty/Artman	\$0	\$7.50/hr-max \$75/day	\$30/hr-max \$300/day
Stadium (Turf and/or Track):			
• Without lights	\$0	\$31.25/hr-max \$312.50/day	\$125/hr-max \$1,250/day
• With lights	\$0	\$37.50/hr-max \$375/day	\$150/hr-max \$1,500/day
Baseball/Softball Field	\$0	\$8.75/hr-max \$87.50/day	\$35/hr-max \$350/day
Athletic Field – Artman/Delahunty	\$0	\$3.75/hr-max \$37.50/day	\$15/hr-max \$150/day
Cafeteria (See Additional Fee for Use of Kitchen)			
• Without Kitchen	\$0	\$7.50/hr-max \$75/day	\$30/hr-max \$300/day
Classroom	\$0	\$5/hr-max \$50/day	\$20/hr-max \$200/day
Multi-Purpose Room/Large Group Instruction/Auxiliary Gym/"AAA" Café/Library	\$0	\$7.50/hr-max \$75/day	\$30/hr-max \$300/day

ADDITIONAL FEES – ALL GROUPS

Administrator Fee	\$40/hr per person (2 hour minimum)
Custodial Fee	\$40/hr per person (2 hour minimum)
WIFI Access Fee	\$50/access
Kitchen Fee (requires minimum 1 staff)	\$30/hr per person (2 hour minimum)
Stage Director Fee	\$30/hr per person (2 hour minimum)
Sound/Light Operator Fee – Required	\$30/hr per person (2 hour minimum)
Score Board Operator - Required	\$30/hr per person (2 hour minimum)
Security Fee	\$25/hr per person (2 hour minimum)
Police Fee	\$40.25/hr per officer (2 hour minimum)

Note: Additional fees may apply for facility use on a School District Holiday

Signed _____ (Event Sponsor) Date _____

Approved by:

Supervisor of Athletics/Activities: _____ Date: _____

Building Principal: _____ Date: _____

Superintendent: _____ Date: _____

Copy to:

___ Requester ___ Supervisor of Athletic/Activities ___ Supervisor of Buildings/Grounds ___ Central Administration