

**KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**  
**FACILITY USE APPLICATION**

1. Basic use of facility is free.
2. Any **extra** costs as per schedule below will be borne by user.
  - a) Custodial fee – As per contract
  - b) Any moving, setup, etc., will be provided by user or will pay costs.
  - c) Any damage will be assessed and charged as per cost incurred.

3. Individual making request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

4. Information:

a) Facility requested (i.e. Library, Gym, Classroom): \_\_\_\_\_

b) Date(s): \_\_\_\_\_

c) Reason: \_\_\_\_\_

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

d) Sponsoring organization: \_\_\_\_\_

e) Hours of use: \_\_\_\_\_ to \_\_\_\_\_

f) Will this request require any services or specialized use? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

h) All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$500,000 per occurrence. The Knowlton Township Board of Education, must be named as an additional insured on this policy. A certificate of insurance as described must be provided to Donna Diorio, Administrative Assistant, before the facility is used.

In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Knowlton Township Board of Education, against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law. Attached? Yes \_\_\_\_\_ No \_\_\_\_\_

i) All prospective users must provide a minimum of two weeks notice and all requests may be subject to Board of Education approval.

I have read the guidelines and concussion policy following this application and, on behalf of my organization, agree to abide by them.

**Signature:** \_\_\_\_\_

OFFICE USE ONLY

Approved by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by SBA: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian Overtime Required? \_\_\_\_\_

### *Guidelines for Use of School Facilities*

1. No room fees will be charged.
2. No custodial fees will be charged during normal working hours from Monday through Friday.
3. Groups using the school facilities at night must vacate the premises by 9:30 P.M. If an organization causes custodians to work beyond 9:30 P.M. Monday to Friday, a custodial fee as per contract will be charged for custodial overtime.
4. Custodial fees will be charged on Saturday and Sunday, as per contract.
5. Users of school equipment and/or facilities must accept financial liability for damage or loss of equipment that occurred while it is in their use. If necessary financial restitution is not made, the organization will lose the use of the facilities.
6. In weighing competing interests for the use of school facilities, the Board will give priority to uses and groups directly related to the school, and then in the order requests are received.
7. The use of school facilities shall not be granted for the advantage of any commercial/profit making organization or any purpose prohibited by law. Partisan political activity or church functions are subject to the approval of the KTBOE. School facilities will only be made available to Knowlton affiliated organizations.
8. At least one custodian employed by the Board of Education must be on duty whenever the building is in use.
9. Smoking in any part of the school building or grounds is absolutely prohibited.
10. A responsible representative of the sponsor of any affair must be in attendance at all times when school facilities are used.
11. Buildings cannot be used when schools are closed for vacations or holidays, and custodians are not on duty. When custodians are on duty during school closings, the facilities may be used providing such use does not interfere with plant maintenance. Also, when schools are closed for inclement weather or other emergencies, any event scheduled for that day or evening will automatically be cancelled.
12. The school kitchen is presently only available for use by the school.
13. Organizations using the school after 4 P.M. must enter and exit using the west wing door only. For security reasons, doors must be kept locked beyond 4 P.M. No propping of doors.

### ***KNOWLTON SCHOOL FACILITY RULES***

1. No food or drink permitted in the gym, hallways, and restrooms.
2. No smoking is permitted in any part of the school building or grounds.
3. Loitering in the hallways is not -permitted. Other than to use the restrooms, all players and spectators must remain in the gym.
4. Children must be accompanied by an adult at all times.
5. Only team members permitted on the basketball court.
6. Profanity or unsportsmanlike conduct will not be tolerated.
7. All spectators should use the bleachers for seating.
8. Please leave the facility in the condition in which it was found.