



## USE OF GYM FACILITY APPLICATION

Date of Application: \_\_\_\_\_

Name of Group or Team: \_\_\_\_\_

Team Contact Person (must be 21 years old) \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

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

### USE REQUEST INFORMATION

Gym Needed: (check one)

- HS Gym
- MS Gym
- ES Gym

Dates of Requested Use: \_\_\_\_\_

Time: From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Sport Season End Date: \_\_\_\_\_

I, and the group/team I represent, agree to exercise care in protecting district property and to prevent damage to district property. In the event that damage to district property occurs, regardless of the cause, I, and the group/team I represent, agree to reimburse the district for the repair or replacement of the equipment/property at the district's discretion. I understand that I am responsible for the actions of the group/team, and I will arrive before the activity begins and remain until all participants leave. I have been provided with, and agree to, all terms listed in "Facility Use Guidelines."

\_\_\_\_\_  
Signature of Group/Team Contact Person

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Request for use:

- Granted
- Denied
- Granted with the following alterations: \_\_\_\_\_

\_\_\_\_\_  
Signature of District Designee



## FACILITY USE GUIDELINES

The following rules apply unless an explicit exception is granted by the Superintendent or designee:

1. District-sponsored groups and activities will receive priority over any other group use. The district will deny requests if the superintendent or designee determines that the use may disrupt a district-sponsored activity or event nearby or otherwise distract from a district function. A group's use may be canceled if a district-sponsored group needs to use the facility.
2. District facilities are not available for community use during the school day when students are present, and all use must occur between 6:00 a.m. and 10:00 p.m.
3. Only governmental entities or nonprofit community organizations (such as the Boy Scouts of America or the Girl Scouts of the United States of America) directly serving district students are permitted to use school facilities during the two hours before and two hours after the official academic day.
4. The superintendent or designee will maintain the official district calendar and clearly designate days in which the district's facilities may not be used. No entity or group may use district facilities on any day designated as a holiday by the Board of Education.
5. When the district or the district building to be used is closed due to inclement weather or an emergency, all group uses will be canceled for that day.
6. Groups will only be provided access to the gym specifically requested in the application and only for the dates requested and approved.
7. A permit to use district facilities does not give permission for the group to use district equipment such as scoreboards or athletic gear. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for such use. The superintendent or designee may determine that some equipment may only be used by district staff and charge the group for the cost of providing a knowledgeable employee.
8. The group representative/contact person who made the reservation is responsible for maintaining order and monitoring behavior of those attending. Groups are responsible for supervising children associated with the group. Excessive noise or disturbance to neighbors of the facility or other persons using district facilities is prohibited. The district does not assume liability for the behavior or actions of the group.



9. All groups are required to follow the law; district policies, regulations and procedures; and directives from district staff. The use, possession or sale of tobacco products, alcoholic beverages, illegal drugs, fireworks, explosives or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property.
10. Gambling is prohibited, except for raffles and sweepstakes conducted by charitable organizations in accordance with law.
11. Groups may not bring live animals onto district property unless they are service animals allowed by law.
12. Groups are not allowed to use district facilities for storage.
13. Groups are expected to leave the facility neat, orderly, and as clean as it was prior to the group's use. Nothing may be attached to the walls, ceilings, or floors without prior approval.

### **CONSEQUENCES**

Failure to obey district rules could result in denial of all future requests for use. In addition, the district will take all legal action to collect for any damage done.