

**U.S.D. #447**  
**USE OF BUILDINGS AND GROUNDS**

**NON-SCHOOL GROUPS**

- ◆ Non-school groups, in good community standing, may use the school facilities after obtaining approval from the building principal and the superintendent of schools.
- ◆ Fees charged are to cover the cost of a custodian at an average overtime rate plus set fees.
- ◆ Any damage done to the building or equipment will have to be reimbursed by the group or they will be denied future use of the school facilities. The building is to be closed by 11:00 p.m. in all cases except where previous arrangements are made to stay open later.
- ◆ Fees are established annually by the board of education and may be altered by the board at any meeting.
- ◆ These fees may be waived for non-profit groups, but in all cases the group using the facilities are responsible for any additional custodial or cafeteria salaries.
- ◆ If kitchen facilities are used, a cook(s) must be on duty and their salary is to be paid by the group using the kitchen.

**USE OF SCHOOL FACILITIES FEE SCHEDULE**

- ◆ A minimum use charge of \$25 applies to all non-school groups.
- ◆ Non-school groups will pay \$10 per hour for the use of a school facility, if admission is charged or a collection taken.
- ◆ A custodian must be on duty. The cost of the custodian shall be in addition to the facility charges, at his/her overtime rate.

**APPLICATION/AGREEMENT FOR USE OF SCHOOL PROPERTY  
(NON-SCHOOL GROUPS)**

FACILITY NEEDED

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EQUIPMENT NEEDED

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PURPOSE OF THE MEETING

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EXPECTED ATTENDANCE

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IS MEETING OPEN TO THE PUBLIC?                      YES \_\_\_\_\_      NO \_\_\_\_\_

WILL SOLICITATION, ADMISSION, OR COLLECTION BE MADE?                      YES \_\_\_\_\_      NO \_\_\_\_\_

IF YES, FOR WHAT PURPOSE(S) WILL NET PROCEEDS BE USED?

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DATE OF USE                      \_\_\_\_\_

TIME OF USE                      \_\_\_\_\_

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage or unnecessary abuse of school buildings, grounds or equipment, growing out of the use of said facility and/or equipment by our organization. We agree to abide by and enforce the rules and regulations of U.S.D. #447 District governing the non-school use of buildings, grounds and equipment, and hereby acknowledge receipt of a copy of said rules and regulations and fee schedule. The \$25 minimum use charge is due at the time of request.

SIGNED \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE                      \_\_\_\_\_      RESIDENCE PHONE                      \_\_\_\_\_

**APPLICATION APPROVAL**

BUILDING PRICIPAL (Initial)                      APPROVED \_\_\_\_\_      NOT APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

SUPERINTENDENT OF SCHOOLS (Initial) APPROVED \_\_\_\_\_      NOT APPROVED \_\_\_\_\_

DATE \_\_\_\_\_