

NORTHERN TIOGA SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

Allow fourteen (14) working days notice from the time of your request for approval

GROUP:

DATE(S) REQUESTED:

TIME: Beginning:

Closing:

Anticipated # of participants:

PURPOSE:

EQUIPMENT REQUEST: (tables, chairs, volleyball nets, etc.) **Computer Labs will not be approved for public use.**

BUILDING REQUESTED:

ROOM(S) OR LOCATION: (Note: Kitchen use requires the employment of one (1) cafeteria worker.)

REQUEST FOR:

HEAT

VENTILATION

AIR CONDITIONING

ADMISSION FEE TO BE CHARGED: YES NO \$ _____

LIABILITY INSURANCE CARRIER (COPY MUST BE ATTACHED):

RESPONSIBLE ADULT:

Email:

Address:

Phone:

Cell Phone:

An adult must be in charge of and responsible for the program or activity. This person shall be responsible to the principal of the school in which the event is taking place and must assume full responsibility for personal injury to participants and spectators as well as restoring to original conditions any property destroyed or suffering from more than normal wear and tear. The Northern Tioga School District shall be the sole judge of destruction of property or excessive wear and tear. The Board prohibits the use or possession of tobacco products, alcoholic beverages, drugs, gambling, weapons, replicas of weapons and ammunition on any school property. All lights must be turned off after the program or activity, and any keys to the property must be returned to the building principal. **Sunday Use of School Facilities is permitted only after 1:00 PM.**

By signing the Application For Use of School Facilities Application you are agreeing to abide by all district policies and to hold the district harmless for any liability resulting from the use of the facilities.

I hereby request the use of the above described facility and equipment for the date(s) and time(s) indicated, and I will be present at the time(s) the facility requested is being used. With this request, I assume the responsibility for the use and care of the facility and will be responsible for any required payment.

Signed:

Date:

(For Office Use Only)		
APPROVAL SIGNATURES	DATE	FEES:
Approved by Building Principal:		General:
Approved by Athletic Director (if applicable):		Custodial:
Approved by Superintendent:		Cafeteria:
Processed by Business Office:		Less Application Fee:
Comments/Notes:		TOTAL DUE:

Policy – The Board established that district facilities and buildings shall be made available for community purposes, provided that the purpose does not interfere with the education program of the schools.

Procedure - Read the regulations for use of school facilities. Complete this form and return to the principal's office along with "certificate of insurance" (liability coverage of at least \$300,000) signifying NTSD as an additional insured. By signing the attached Facilities Request Form you are agreeing to the district's Hold Harmless Clause.

Fee - (See below) If rental or other charges are indicated, you will be billed. Make checks payable to the Northern Tioga School District. The school will bill all users and renters who are required to pay personnel fees. Do not pay the staff member directly. Excess garbage fees will be assessed based on usage.

The school district encourages the use of facilities by a variety of groups. However, the district discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the school district will charge a twenty-five dollar (\$25) deposit upon application for use of the facilities that will be credited to the final billing. The deposit will not be refunded in the event that a facility is reserved but not used. If group is not in good standing financially with the school, the group will be removed from the approved users list. Cancellations will be accepted by calling the business office up to seven (7) days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency.

Human blood, body fluids, and other body tissues are widely recognized as vehicles for the transmission of human disease. In the event an area or item is soiled with body fluids (vomit, blood, urine, feces, etc.), user must contact district custodial staff to disinfect the area/item. Under no circumstances should the user attempt to clean up the soiled area/item.

Northern Tioga School District Facility & Equipment Use Fees

Area of Facility Use	Category 1	Category 2	Category 3	Category 4
Auditorium	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Auditorium w/AC	\$ -	\$ -	\$35/hr or \$175/day	\$35/hr or \$175/day
Gymnasium	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Gymnasium w/AC	\$ -	\$ -	\$35/hr or \$175/day	\$35/hr or \$175/day
Classroom	\$ -	\$ -	\$10/hr	\$10/hr
Classroom w/AC	\$ -	\$ -	\$25/hr	\$25/hr
Kitchen	\$ -	\$ -	\$35/hr	\$35/hr
Kitchen w/AC	\$ -	\$ -	\$50/hr	\$50/hr
Cafeteria	\$ -	\$ -	\$20/hr	\$20/hr
Cafeteria w/AC	\$ -	\$ -	\$35/hr	\$35/hr
Multi-purpose Room	\$ -	\$ -	\$20/hr or \$100/day	\$20/hr or \$100/day
Athletic Fields	\$ -	\$ -	\$50/day	\$50/day
Special Field Preparation	\$ -	\$ -	\$25/hr	\$25/hr
Custodian (per hour)	\$25/hr	\$25/hr	\$25/hr	\$25/hr
Cafeteria (per hour)	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Light/Sound Technician (per hour)	\$25/hr	\$25/hr	\$25/hr	\$25/hr

Excess garbage fees will be assessed based on usage.

NOTE: Rate charged if facilities requested during non-work hours.