

Application and Fee Structure for Non-School Individuals and Organizational Use of South Harrison R-II School Dist. Buildings and/or Facilities

Date Of Application: _____

Building/Facilities Requested _____

Date(s) of Use _____ Time of Use: _____

Requested by: _____ Person responsible: _____

Phone Numbers# _____ Cell# _____

Purpose of Use: _____

Special Requests? (may result in extra set-up fees: example...tables-chairs- set-up/use of kitchen/need custodian/use of sound system/projector)

Fee Schedule for use of District Buildings/Facilities

0-3 hours \$50.00

\$10.00 per hour over 3 hours

Custodian-\$15 per hour

Outdoor Lights-\$5/hour

Non-School/Non-South Harrison Baseball/Softball Refundable Deposit-\$250

The above individual/organization agrees to pay the fee established by the local school board. This fee is payable to the South Harrison R-II School District prior to the date to be used. It is understood and agreed that the person whose signature appears below is jointly and severally liable for any injury or damage thereto which directly results from the use of the facilities and is responsible for following all facility usage guidelines. It is also understood that school sponsored events will take priority over any non-school events and non-school events may get bumped with very short notice. Usage fees will be waived for groups with over 50% South Harrison R-II Students, however custodial fees may still apply. Deposit will be returned after facilities are deemed to be left in appropriate condition. Any fees for excessive clean-up/repair will be taken from the \$250 deposit. Ordinary wear and tear accepted. Applicant will be charged for any damages that amount to over \$250.

If requested, a certificate of insurance and/or hold harmless agreement will be provided.

Signature of Applicant

_____ **Yes/No** _____ **Yes/No**

Sign & Approval of Building Admin Sign & Approval of A.D.

Fee _____ **Key Issued?** _____ **Date Returned** _____

Certificate of Insurance Provided _____ Hold Harmless agreement provided _____

COPIES TO: ATHLETIC DIRECTOR _____ CENTRAL OFFICE: _____ MAINTENANCE DIRECTOR _____

Guidelines for Use of Facilities

General Expectations for All

- Make sure all facility usage requests are approved through the athletic director. Approvals & requests must be submitted & handed in on school business days & hours only. M-F (8:00-3:10pm). We have many activities/groups that use our facilities, so it is extremely important to make sure you have a scheduled time in advance to avoid conflicts. You must abide by the time that is scheduled for your event, beginning and ending.
- Please make sure the areas you used are at least as clean as you found them, including getting all trash to the dumpsters before leaving. If you will be unable to do so, please make sure to hire a custodian.
- Please only use the area you specified in your facility usage request and make sure any children in attendance are supervised at all times and not allowed to freely roam the halls and or classrooms.
- Make sure the sponsor is the last to leave. All participants should be gone before the sponsor leaves. The sponsor is responsible for everyone in attendance until they have gone home. A good rule of thumb: **the sponsor is the first on there, and the last one to leave.**
- Please report any accidents, equipment problems, and/or incidents to the building level office ASAP, preferably the morning of the first business day following your event.
- Pets other than animals registered for accessibility purposes are not allowed without prior approval at any district facility.
- School activities will have priorities on facilities. If there is a conflict of schedules, the non-school group using the facilities will be moved to a later time or cancelled.
- In case of inclement weather, the school district reserves the right to prohibit the use of the school facility.
- Master keys will not be issued for school facilities. Only approved school employees will have keys to unlock and lock facilities.
- Teams/groups must have updated liability insurance and each participant must sign an accident waiver for before a facility is utilized.
- If 50% of students in a group are from the South Harrison School District, usage fees will be waived. Custodial fees may be charged if clean-up is necessary.

Specific Expectations for Gymnasiums

- Sweep and clean before and after each session. Sweeping prior to the activity reduces the wear on the floor, and sweeping after keeps our facilities looking clean for the next group entering.
- Only “indoor” balls are to be used. Including only indoor baseballs or softballs.
- Make sure any equipment used does not scratch the finish of the floor.
- All students/participants **must be supervised at all times.** They **will not** be allowed to “wait around” the school for their activity to start. A plan must be in place to prevent this from happening. Students are not to be out in the halls at any time, they should remain in the gym during the practice except to get a drink or use the RR. Children of the sponsor or siblings of the participants that are not a part of the practice should not be present, but if they are, they need to remain in the gym during practice.
- Please make sure that only shoes with non-marking soles are used on the gym floor.

Specific Expectations for Fitzgerald Field House

- Do not hang bats or instructional equipment on the batting cage nets.
- Players/athletes must wear tennis shoes. Absolutely no baseball/softball cleats are allowed on the turf or on the concrete surface
- Teams/groups must pick up any trash left on the floor and or in the building after each use.
- Teams are responsible for using their own softballs/baseballs in the pitching machines.

- Teams are responsible for setting up and taking down any equipment that they use in the field house (i.e.— cages/pitching machines/hitting nets/batting tees/etc.)
- Teams must provide their own throw down bases, bats, balls, practice equipment, etc.
- Teams/groups are responsible for acquiring a key prior to use and returning a key for the building the next business day.
- Teams/groups are responsible for turning off all lights and making sure all exterior doors are locked after each use.
- Only baseball/softball equipment are to be used on the all-purpose turf areas in the field house.
- NO SUNFLOWER SEED ON IN-SHELL PEANUTS. These are incredibly hard to remove from the turf, and they do not clean up easily.

Specific Expectations for Football Field

- NO SUNFLOWER SEEDS OR IN-SHELL PEANUTS.
- Groups/Teams are responsible for picking up and cleaning up any trash in the bleacher and or sidelines after each use.
- All equipment including yard markers, pylons, and etc. are to be picked up and stored after each use.
- Field lights are to be turned off after each use.

The following is the list in order of what groups will have priority for use of facilities:

1. South Harrison R-II events will take priority over any other event and may “bump” non-school events.
2. The City of Bethany events and city sponsored youth events.
3. Non-school or youth groups with over 50% South Harrison R-II Students
4. Other GRC Conf. Schools (will be charged)
5. Non-school youth groups with less than 50% South Harrison R-II Students
6. Non-school youth groups with 0 South Harrison R-II Students

I have read and I understand the above guidelines for using the South Harrison School District Athletic Facilities. I also understand that I may be charged and/or that the group I represent or myself may not be allowed to use the facilities in the future if the guidelines are not followed.

Printed Name of Group

Printed Name of Individual Responsible

Signature of Person Responsible

SOUTH HARRISON R-II SCHOOL DISTRICT
USE OF FACILITY HOLD HARMLESS AGREEMENT
(Individual)

South Harrison R-II School District owns the property/facility that _____ (name of responsible person) will be using, not representing a school entity or function.

In consideration of the undertakings of the group mentioned above, South Harrison R-II School District does hereby give permission to use the facilities specified below, on the dates specified, and under the following terms and conditions.

(A) Facility/Location(s): _____

(B) Date(s) & Time(s): _____

(C) Person Responsible: _____

I, _____, (responsible person) agree to indemnify and hold harmless South Harrison R-II School District, it's officers, Board members, employees, legal expenses, arising from personal injuries or property damage.

Date: _____

Signature of person (s) responsible: _____