

REQUEST FOR USE OF FCHS FACILITIES

Please check which area your group or organization would like to rent:

- _____ East Gym (Boys' Gym)
- _____ West Gym (Girls' Gym)
- _____ Classroom
- _____ Band/Chorus Room
- _____ Cafeteria
- _____ Other

What date will you be reserving?

1st Choice _____ Alternate _____

What time will you need:

To set up _____

Beginning time of the event _____ Ending Time _____

Please complete this form and return to me. I will be in contact with you after I have checked the master calendar dates.

Please refer to the Board's Policy (which is attached) regarding the fees.

If you have any questions, telephone me at 842-2649. We are proud of our facilities and happy to offer them for community use.

Principal

Superintendent

Name of Organization

Person Making Request Date

_____ Profit

Phone Number

_____ Non-Profit

Bill to: _____

USE OF BUILDING AND GROUNDS

8.1 Use of Building:

- a. Public Interest: It is the policy of Fairfield Community High School that the school is for use by the public of the district.
- b. Precedence: Legally required functions or extra-curricular activities of the schools have precedence over non-school activities.
- c. Costs: Use of the school by local non-profit groups will be at no cost except cooks, janitorial or other personnel expenses that may be caused by the presence of the group. Profit-minded groups will be permitted use of the facility upon board approval and at following suggested fees:
 1. Gymnasium: Minimum fee per day (one event) \$100.00
Custodian fee – time and half per hour
 2. Cafeteria: Minimum fee per day (one event) \$50.00
Custodian fee – time and half per hour
Cook Fee - time and half per hour
 3. School sponsored activities are not subject to charge
- d. Staff Member Present: When the building is being rented by outside groups, a Fairfield Community High School custodian/cook must be present.
- e. Staff Use: Use of the Fairfield Community High School building, grounds, and/or equipment by district staff will be allowed with permission from the principal. The use may not interfere with the Fairfield Community High school educational program, nor be for personal financial gain.
- f. Conditions: Any use of facilities that, in the judgment of the superintendent and/or board are detracting from the standards of Fairfield Community High School, will be denied.
- g. Insurance: Any outside use of facilities requires proof of insurance. A copy or certificate of insurance must be included with this form when it is returned to the Principal of Fairfield Community High School.