

CENTERVILLE PUBLIC SCHOOLS
693 STOCKETT ROAD
SAND COULEE, MT 59472

Request for the use of School Facilities or Equipment

Today's date: _____

Purpose for request:

School: Elementary High School Equipment

Area _____
(gym, cafeteria, multipurpose room, maintenance, etc)

Equipment _____

Renter agrees to pay for any damages to equipment or facility.
Key card will be assigned to renter for the gym area.
Key card will be valid only on date and time requested.

Person or group requesting: Renter _____

Address _____

Phone _____

Date to be used: From _____ To _____

Time (If applicable): _____ a.m. p.m.

Rental _____ Non-rental _____

If rental, insert amount to be charged: \$ _____

Date payment made _____

I have read and agree to the terms of the "Use of Facility/Equipment" form on the other side of this document and will hold strictly confidential the authorization code if issued. **REQUEST MAY BE REVOKED IF TERMS OF AGREEMENT ARE NOT FOLLOWED.**

Renter

Approved By

Key Card Number

NO STREET SHOES ARE ALLOWED ON GYM FLOOR.

**CENTERVILLE PUBLIC SCHOOLS
SAND COULEE, MT
Use of School Facilities and Equipment**

Section I. Legal status of the school building.

The board of education shall have the care and keeping of all school buildings and other school properties belonging to the school district. They shall have the authority to open any or all school buildings for night schools, civic meetings, and etc., under such regulations as the board of education may adopt: Provided that the board of education may, at any time it thinks best, refuse to open any and all school buildings for any or all of these purposes.

Section II. Regulations on use of school buildings.

School buildings represent a heavy investment by taxpayers of the local school district. There are many evenings while school is in session that school facilities are not in use for school purposes, as well as days during the summer. It is the desire of the Board of Trustees to maximize the use of the facilities and to accommodate as many organizations as possible in their educational and recreational pursuits. Since the trustees wish to accommodate the taxpaying public, they find it necessary to seek compliance to its regulations governing the use of school buildings and facilities.

Regulations and schedule of charges governing the use of school facilities by outside organizations:

1. Conditions regulating the use of school facilities by outside organizations.

A. Requests for the use of school buildings or grounds shall be issued by the board of trustees through the administration.

B. All requests will be issued for specific hours at the conclusion of which time the organization/individual must leave the school premises.

C. All requests will be issued for specific area in the school buildings, and it shall be the responsibility of the sponsoring organization to see that the remainder of the building is not entered or disturbed.

D. Request for the use of school facilities must be in the hands of the administration not less than ten (10) school days prior to the date on which the facilities are to be used.

E. Requests for the use of school facilities shall not be granted when the activity presents a conflict with the regular program of the school or related activity of the school. Cancellation of requests granted is possible upon notification of appropriate parties.

F. Requests may be revoked whenever the non-school use of facilities interferes with regular school use or when there has been a violation of these regulations.

G. Requests for the use of school facilities will be denied when the school board or administration deems the activity to be improper in school buildings.

H. Requests will be considered and may be granted for personal or individual use of school property.

I. No requests for evening use of school buildings will be issued to any group of pupils or teachers without the approval of the administration.

J. No bills, notices, posters, or advertising of any kind shall be permitted in, on, or about school facilities unless authorized by the administration.

K. The terms of this agreement specify that the renter or user must pay any unusual costs or unreasonable wear and tear on buildings or equipment.

L. Rental fees shall be deposited with the administration at least five (5) days before the scheduled use of the facility.

M. No school supplies or equipment are to be furnished or used unless by special permission of the administration.

N. No gambling shall be allowed on school premises.

O. No alcoholic beverages or other intoxicating substances shall be permitted on school property.

P. No smoking shall be allowed in a school building or on the school grounds.

Q. No permit shall be issued when the purpose of the meeting involves teaching or indoctrinating of sectarian or religious doctrines. No permit will be issued for meetings wherein teaching or promoting of any theory or doctrine of a subversive nature occurs or which is intended to undermine or overthrow the constituted government of the United States.

R. The petitioner shall set forth in the application for permit, the nature of the activity, purpose for which proceeds, the date, time, and facility required, the amount of admission charged, if any, or the manner of admission.

S. The permit is not transferable.

Revised: 10/17/2006