

PROCEDURE FOR THE USE OF SCHOOL FACILITIES

APPLICATION

Applications for the use of School facilities must be prepared for any activity that is not a part of the regular school program and takes place at a school building/facility. Any group renting the facility in the name of an organization or company must have the application signed by an official of said organization or company.

REQUESTOR

The requestor shall complete all fields of the application and present it to the appropriate school principal's office. Any field of the application left incomplete will result in automatic return of request. At no time are minors allowed to rent school facilities. An adult of said group or organization must complete request application.

APPROVAL

School principal shall approve the scheduling of events in schools and recommend the number of personnel (i.e. custodians) needed for the event. The support services administrator shall act as the agent of the Superintendent, and will be responsible for reviewing all applications, determining costs for staff, and approve or disapprove the application. The support services administrator reserves the right to disapprove any application due to prior record of misuse, outstanding balances owed to the Providence School Department for prior events, or actions that do not conform to Providence School Department Policies. No application is a contract until the support services administrator signs the application.

USAGE OF GYMNASIUM

Gymnasiums may be used for facility-appropriate athletic activities only.

RENTAL AND CUSTODIAN FEES

Rental fees for a facility are at a daily rate, see fee schedule for charges. For custodial services rendered, the fee is at a minimum of four (4) hours and at the rate of \$36.69 per hour. Plus one half hour before and one half hour after each scheduled event for set up and clean up.

Groups or organizations requesting space for a one-day event would be required to pay the total cost (100%) of rental and custodial charges for services rendered prior to event taking place.

Groups or organizations with recurring usage will be billed on a monthly basis. A two-event security deposit is required in advance for all groups with recurring usage. (i.e. total cost of two scheduled events).

If events fall on holidays or when additional custodial staff is necessary, said group would be required to pay holiday and or overtime rates.

All charges are due a minimum of two (2) weeks prior to scheduled event.

EVENT HOURS

No event is permitted to go beyond 11:00 PM or conflict with school hours.

CONTRACT TERMS

The length of any Use of School Facilities request is not to exceed a period greater than ten (10) months beginning September 1st

