

CARBON CLIFF – BARSTOW SCHOOL DISTRICT # 36  
IN-DISTRICT BUILDING USE REQUEST

(STAFF AND BOARD)

Date of Request \_\_\_\_\_ Request No. \_\_\_\_\_

Name of Group \_\_\_\_\_

Name of Sponsor \_\_\_\_\_ Phone No. \_\_\_\_\_

Facility Needed: Give room number or specific area needed. (NOTE: Only authorized areas may be used.)  
\_\_\_\_\_

Specific type of activity: Give details \_\_\_\_\_  
\_\_\_\_\_

Date of use \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Admission charge (if applicable) \_\_\_\_\_

Time: Open \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_ Close \_\_\_\_\_

List of dates required: \_\_\_\_\_ Superintendent office estimates  
\_\_\_\_\_ Rent \_\_\_\_\_  
\_\_\_\_\_ Custodial \_\_\_\_\_  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Superintendent's review \_\_\_\_\_

Set up or other services needed. (User must notify Food Services, transportation, etc. if their services are needed.)  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Faculty/Staff Member

\_\_\_\_\_  
Principal

- Request must be approved 48 hours ( two working days) prior to use.
- All users must comply with the policies of the Board of Education governing the use of the school facilities.
- CPR/Defibulator Certification \_\_\_\_\_
- Insurance Certification Rider (\$ 1 million) \_\_\_\_\_

1. Principal's copy
2. User's copy

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## Community Relations

### Administrative Procedure - Community Use of School Facilities

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an application, stating fully:
  - a. the applicant's name, address, and telephone number;
  - b. the specific facility requested and the purpose for which it will be used;
  - c. the type of program or activity;
  - d. the materials to be brought into or near the building;
  - e. the room arrangement, including decorations;
  - f. needed food and drink service; and
  - g. needed equipment.
3. All non-school related groups must:
  - a. indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
  - b. pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
  - c. supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use.
6. No furniture or equipment may be moved without prior approval from the Principal.
7. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
8. The following fees apply:

Meal and beverage service

Per person menu cost as determined by the  
cafeteria supervisor

Rental charge (non-school related  
groups only)

\$60.00 per hour

Immediate Staff & Board Members interested in gym rental will have the option of a 2-hour slot once per week based on availability. This is based on the paid rental of the gym and is subject to change within a 24-hour notice.

# **USE OF BUILDING AND GROUNDS**

## **Rental Charge Clarifications**

### **Class 1 – Rent Free**

- A. Between the hours of 7:00 and 9:00 Mondays through Fridays: Groups may schedule extracurricular activities three times during a school year when school is in session.
- B. Saturdays During the School Year: Usage may be scheduled for a four-hour block of time.
- C. Athletic Events: All scheduled athletic events that are part of the regular athletic program may use school facilities.
- D. Banquets: Retirements, awards, athletic and other banquets that are part of the regular school program may be scheduled.
- E. Meetings: Board of Education, faculty, staff, and other meetings that are part of the regular school program may be scheduled.
- F. Parent/Teacher organizations: Parent/teacher organizations may have the use of facilities for such meetings and programs that are open to the public and without charge for admission.
- G. The Carbon Cliff-Barstow Booster Clubs may use school facilities for meetings and fund raising activities from which all proceeds go to the Carbon Cliff-Barstow School District.
- H. Athletic/Activities Programs: District athletic/activities programs from which all proceeds go to the Carbon Cliff-Barstow School District may use school facilities.
- I. Immediate Staff and Board Members interested in gym rental will have the option of a 2-hour slot once per week based on availability.