

TURNER PUBLIC SCHOOL BUILDING USE REQUEST

ORGANIZATIONS AND INDIVIDUALS WISHING TO USE THE SCHOOL FACILITEIS MUST ARRANGE TO DO SO WITH THE SUPERINTENTENT OR BUSINESS OFFICE AT LEAST ONE (1) WEEK IN ADVANCE.

TODAY'S DATE: _____

ORGANIZATION OR PERSON REQUESTING USE: _____

DATES REQUESTED FOR USE: _____

TIME & DAY OF EVENT (For Example, if requesting for an event which happens weekly, what time of day will you be using the facility and what day of the week?) _____

PURPOSE OF USE: _____

FACILITY REQUESTED: KITCHEN OLD GYM SCHOOL GYM OTHER ROOM

EQUIPMENT REQUESTED ALONG WITH BUILDING:

TABLES _____ PROJECTOR _____ VIDEO EQUIPMENT _____ CHAIRS _____ WATER COOLERS _____ COFFEE POTS _____

SPECIAL REQUESTS _____

Date of Key Check Out: _____

Key Expiration Date: _____

1. It is hereby agreed that the representative signing this agreement assumes all responsibility for facilities during the time of the activity listed. Requests for building use will be for the sole purposes listed above. No other activities will take place without the explicit permission of the Superintendent. Only the areas requested are to be used.
2. **Key Checkout:** There will be **a 3 MONTH** limit on retention of keys. After the 3 months, you must submit another building use form.
3. If a key is issued, the representative signing this agreement is solely responsible for building security. Lights off, bathrooms checked, all outside doors locked and secured. The key(s) issued SHALL NOT be loaned to any other individual and shall be returned to the Business office upon completion of the activity.
4. All persons or groups must pay for the damage or destruction of any school property that occurs as a result of their use of the facility or equipment. The district will provide trash bags, brooms, and dust pans. Please notify District Custodian if supplies are low or need replenished.
5. Facilities will be clean and all trash removed after event. Facilities are to be left in the same order as when agreement began. This includes bathrooms, kitchens, and gymnasium areas. Open Gym must sweep floor prior to each use.
6. A fee of \$50.00 will be charged if facilities are not clean and in the same condition at the end of this agreement. Any broken equipment should be reported to the District Office and repairs or replacement will be at the expense of the person signing this agreement, or the organization being represented.
7. It is also agreed that the user(s) will provide sufficient supervision, including police protection, as needed and at the user's expense to insure good order.
8. Whenever the gymnasium is used, competent people are to operate lights, sound or video equipment and must be approved by the superintendent.
9. The user(s) shall also agree to provide proof of liability insurance when requested.
10. In the interest of safety and compliance with the state law and regulations of the state fire marshal, smoking, drinking alcoholic beverages or the use of illegal drugs shall be prohibited in all school buildings.
11. Be it further understood that Turner Public Schools does not assume any financial responsibility for any injury or accident, lawsuit, etc., that may occur during the user's tenure of grounds or facilities.

Organization Representative Signature _____ Date _____

Mailing Address: _____ Phone: _____

Superintendent Approval: _____ Date: _____