



**CARSON CITY SCHOOL DISTRICT
USE OF SCHOOL FACILITIES APPLICATION**

Carson High School

_____ School	_____ Date(s) of use	_____ Time of use (from-to)
_____ Purpose of use	_____ Is it an educational program? n/a	_____ Is it open to the public? n/a
_____ Anticipated attendance n/a	_____ Do you have liability insurance? n/a	_____ Policy # (for Office use only)
_____ Carrier Name	_____ Policy Received	_____ Exact Time of Event (from-to)
_____ Area (Gym, Classroom, Etc.)	_____ Is admission to be charged?	_____ Amount of admission fee?

NOTE: All rental fees are to be paid to the Carson City School District in **advance** of scheduled program. A bond and/or liability insurance will be required (Min. \$1,000,000.00 and CCSD should be named as an Additional Insured on the certificate). Please attach a copy of proof of insurance.

Full responsibility for proper care for the property, facilities, and equipment will be assumed by the organization named below, and it will pay for any loss, damage or destruction. The undersigned further agrees to hold harmless the Carson City School District, its employees, agents, administrators, staff and representatives, of, from, and against any loss, claim, damage, or injury to persons or property arising or resulting from the activity or event and from the use of the property, facilities, and equipment.

_____ Name	_____ Date	_____ Advisor/Dept. Chair/ Coach Signature	_____ Date
_____ Student Council			
_____ Organization		_____ Site Administrator's Approval	_____ Date
_____ n/a			
_____ Mailing Address		_____ E-mail	
_____ Telephone/Fax		TOTAL FEE DUE	_____

The following general regulations concerning the use of the premises are to be made known to all persons connected with the program.

TERMS AND CONDITIONS

1. The Carson City School District will make its facilities available to local community organizations who cooperate and follow the rules and regulations established. Use of school facilities requested by any individual or group where financial gain is involved or requests for commercial use will not be approved. Requests by educational groups, charitable groups, etc., will be approved provided the requested does not conflict with other programs. Political meetings, which are open to the public, are considered to be of a general program of public education.
2. In most cases, it is necessary to charge a fee for the use of the facilities. If it is necessary to charge a fee, the applicant will be informed. These fees will be used to defray the portion of the expenses made by increased use of heat, lights, maintenance, supplies and other related services.
3. Application for the use of a school facility should be made at **least three (3) weeks** before the day of use, pending the Operations Manager's approval. **All applications must be filled out completely.** After an application is received, the site administrator must approve it before a group can use the facility. The applicant will receive a copy of the application indicating if use has been approved or not. **THE SCHOOL DISTRICT HAS THE RIGHT TO CANCEL ANY REQUEST(S) WHICH COME IN CONFLICT WITH A SCHOOL ACTIVITY SCHEDULED FOR THE SAME TIME. SCHOOL DISTRICT FUNCTIONS TAKE PRECEDENCE OVER OUTSIDE USE.**

(Complete back of page)

4. In compliance with safety regulations, no smoking will be permitted in school buildings or school grounds. The possession or use of alcoholic beverages on the school premises is prohibited. In accordance with local and state laws any possession or use of controlled substances on school premises will be reported to local authorities.
5. In the event a Middle School or High School gymnasium is requested, a floor cover may be required. If it is used for an athletic event all participants must wear gym shoes.
6. Carson City School District rules for sanitation (Custodial Handbook, available upon request) must be followed at all times. Any damages will be chargeable to the participating group.
7. Any infraction of these rules and regulations will result in the immediate expulsion of the group concerned.

I have read and understand the aforementioned rules and regulations.

Signature and date

Check Facilities and Equipment Required:

_____ Classroom / Number _____	_____ Chairs* - Amount? _____
_____ Conference Rm. - Admin.	_____ Tables* - Amount? _____
_____ Conference Rm. - Guidance	_____ Extension Cords*
_____ Conference Rm. /Technology Center	_____ Power Strips*
_____ Culinary Café	_____ Television*
_____ Fields - Specify _____	_____ VCR / DVD*
_____ Library	_____ Podium*
_____ Parking Lot _____	_____ Sound System*
_____ Restrooms - Exterior	_____ Lights* _____
_____ Restrooms - Interior	_____ Gates* (Location) _____
_____ Showers and Locker room - Girls	_____ Administrator _____
_____ Showers and Locker room - Boys	_____ Multi-Purpose Room
_____ Custodial charge*	_____ CHS Cafeteria ___ Upper ___ Lower
_____ Security charge*	_____ Concession Stand ___ Inside ___ Outside
_____ Special use charge	_____ Kitchen / Cook Baker* (See notes below: item #4)
_____ Senator Square	_____ Mezzanine (above Gym, a.k.a., Wrestling Rm.)
_____ Gym ___ Big ___ Small	_____ Other _____
_____ Gym Floor cover as needed*	

Notes: 1. Any items requested which are not listed above will be charged according to costs incurred.

2. If approved, this request is subject to change upon needs of the School District.

3. Traffic Officer may be required by the sheriff's department if attendance is high.

4. Catering charges will apply along with required staff supervision rates.

* Appropriate Carson City School District staff charges apply with regard to facilities and equipment management.

Original – Operation Services • Copy - Applicant • Copy – School

Additional Copies:

Facility Location Custodial Day/Night Security Grounds Library PE Dept. Other _____