

**Applicant or Camp staff completes this section:**

Date of Request \_\_\_\_\_

Group requesting facility use: \_\_\_\_\_

Name or purpose of event: \_\_\_\_\_

Group contact person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Group contact person's email: \_\_\_\_\_ Fax number: \_\_\_\_\_

Group's address: \_\_\_\_\_

Person overseeing the event: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Date(s) of requested use: \_\_\_\_\_ to \_\_\_\_\_

Building(s)/Space(s) requested: \_\_\_\_\_ Lodge \_\_\_\_\_ Cabins \_\_\_\_\_ Lodge Kitchen \_\_\_\_\_ Observatory  
\_\_\_\_\_ Swim Area (Note: Certified Life Guard required for each 75 attendees; certificate to be provided at check-in.)  
\_\_\_\_\_ Other \_\_\_\_\_

Available only to schools: \_\_\_Dinosaur Dig \_\_\_ Science Lab \_\_\_ Investigation Pond \_\_\_ Sensory Trail

Time of event: \_\_\_\_\_ to \_\_\_\_\_ Set-up time/date if different: \_\_\_\_\_ / \_\_\_\_\_

Check out /Clean up to be completed (if different than event end time/date): \_\_\_\_\_ / \_\_\_\_\_

Number of attendees expected: \_\_\_\_\_ Cost charged to each attendee: \$ \_\_\_\_\_

**\*\*Attach description of needs for equipment, technology, additional space or other special needs.\*\***

If food or beverages are to be brought on site during the event: Caterer: \_\_\_\_\_

Times caterer expected to arrive/leave: \_\_\_\_\_ / \_\_\_\_\_ Caterer's phone: \_\_\_\_\_

**JCISD/Camp staff completes this section:**

Use consistent with Board Policy 7510 \_\_\_\_\_ Event placed on Camp website calendar \_\_\_\_\_

Staff can accommodate building, set-up & security \_\_\_\_\_ Tech. Dept. scheduled (if applicable) \_\_\_\_\_

Staff contact person assigned: \_\_\_\_\_ Phone number : \_\_\_\_\_

Email address: \_\_\_\_\_ Fax number : \_\_\_\_\_

Fees: Rental Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Other (description):\$ \_\_\_\_\_

JCISD comments or conditions: \_\_\_\_\_

JCISD Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This approval is good for \_\_\_\_\_ days from the above JCISD approval date. Reservations are not confirmed until this form is signed below by the applicant and a deposit or full payment is received.**

**Applicant completes this section following JCISD approval (above).**

NOTE: Reservation is not confirmed until this form is signed and returned and a deposit or full payment (if any) is received.

Applicant has reviewed the Regulations for Use of JCISD Facilities on the following page and agrees to those terms. Applicant agrees to indemnify and hold the Jackson County Intermediate School District harmless from any liability for damages to any person or property in or about the JCISD premises from any cause whatsoever associated with this use of the JCISD facilities. Applicant understands that Camp Supervisor is not on-site 24 hours per day. Applicant agrees that it is responsible for the proper supervision, control and accommodation of persons attending the activity. Applicant agrees that there shall be no use of alcohol, tobacco or other controlled substances in any building or on camp property by persons involved with Applicant's activity.

Applicant Acceptance of All Terms: \_\_\_\_\_ Date: \_\_\_\_\_

**JCISD Use Only:**

Date Request Form & payment received \_\_\_\_\_ Account number for Deposit \_\_\_\_\_

CC: \_\_\_ Camp Supervisor \_\_\_ Bus Office \_\_\_ IT \_\_\_ Maintenance Supervisor \_\_\_ Other: \_\_\_\_\_

## Administrative Regulation #7510: Use of JCISD Facilities

JCISD facilities are to be used primarily for educational programs and the purposes of the District. Facilities may also be used for other community purposes that do not infringe on or interfere with the primary purposes of the property. Applicants may review Board Policy #7510 for additional information related to use of JCISD facilities. In the event that outside use of District facilities is approved, the following guidelines will be applied.

1. User will provide the District with name and cell phone number of its representative, who will be present during the entire event and who will be responsible for supervising the event and making any decisions that may be necessary during the event.
2. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of JCISD facilities and equipment.
3. Use of District-owned equipment must be arranged for in advance. Room set-up arrangements will be provided by the user prior to District approval. Users are encouraged to consult with staff at the applicable building to determine what equipment may be made available.
4. Use of facilities or materials not specifically reserved (other than the nearest rest rooms and designated parking) is prohibited. The exits and hallways outside or between reserved area(s) must remain clear for travel.
5. Set up and clean up will generally be done by the group using the facility, although District staff will perform pre-approved set up of District-owned equipment (tables, chairs, technology). Extraordinary assistance with set up, moving, operating or supervising special or extra equipment needs will be charged to the using group, unless waived by the Superintendent.
6. Decorations must be fireproof and are to be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the building administrator. The use of open flames, such as candles, can only be permitted with the advance written permission of the applicable fire authority.
7. User is fully responsible for all loss or damage to District property, student property and employee property attributable to the user, its event and its event participants.
8. Use during summer or school holidays will not conflict with building cleaning and renovating programs.
9. All building use is subject to availability of appropriate building service and/or supervisory personnel. It will be the standard policy, at facilities other than Camp McGregor, to require a custodian or other District employee to be on duty whenever a facility is being used. The building staff member will render needed custodial assistance and be responsible for seeing that the facility is left in good order when the activity is over. The building administrator may waive assignment of a custodian to monitor the event if a District administrator or supervisor will be on site. The District will generally charge the group using its facilities for additional costs incurred due to the activity, including custodial overtime costs for clean up or supervision. At Camp McGregor, the Camp Supervisor will check the group in and check the group out, requiring the group to return all areas to pre-rental condition; the Camp Supervisor will be on-site intermittently and provide a phone number to the group's contact person.
10. The Superintendent may waive rental or other fees when it is in the interest of the JCISD or the community to do so. The current rental rates are listed below. The listed rates assume use of a single room/area. If additional spaces are reserved, the rates will be increased by 25% for each additional space.
11. Certain activities are prohibited by law or Board policy from occurring on or in District premises, and those prohibitions will be enforced by the group using the District facility. Most notably, there will be no tobacco use on any District-owned property (includes campus and parking lots) and no alcohol or other controlled substance use on any District-owned property.
12. If User is to receive compensation, tuition, fees or other contributions from participants at its event, that information will be provided at the time of application.
13. The building administrator may require receipt of a deposit or full payment from User in advance of the event if the administrator deems it appropriate.
14. The building administrator may require User to provide proof of general liability insurance coverage in effect to protect the User and support its commitment to indemnify and hold the District harmless for liability or damages associated with the event.
15. The District reserves the right to cancel the use of its facilities.

### CAMP MCGREGOR, In-Season rates

Use	Out of Jxn Co	Organization	Mon-Fri daily rate	Mon-Th overnight rate	Fri-Sun daily rate	Weekend - Fri thru Sun (inc. 2 overnights)
Private and For Profit Use	Out	Any individual or organization	\$200	\$300	\$300	\$675
	In		\$100	\$250	\$250	\$575
Non-profit Use	Out	Non-profits only	\$100	\$250	\$250	\$575
	In		\$50	\$125	\$250	\$575
K-12 or Mission-related Continuing Education Use	Out	For Profit	\$100	\$250	\$250	\$575
		Non-profit/School dist	\$ 50	\$125	\$250	\$575
	In	For profit, but no charge to participants	\$ 50	\$125	\$250	\$575
		Non-profit	\$0	\$100	\$250	\$575
		Local school districts	\$0	\$100	\$250	\$575

*Note: M-F reservations require 50% deposit to hold reservation and payment in full prior to event. Mon-Fri rates apply until Friday afternoon. Fri-Sun includes Friday afternoon – Sunday afternoon. Weekend reservations require a \$275 deposit, \$200 of which is applied to the rental rate and \$75 which is non-refundable.*

### CAMP MCGREGOR, Off-Season rates

Use	In or Out of Jxn County	Organization	Mon-Fri daily rate	Mon-Thur overnight rate	Fri-Sun daily rate	Weekend - Fri thru Sun (includes 2 overnights)
Private and For-Profit Use	Out	Any individual or organization	\$100	\$150	\$150	\$375
	In		\$50	\$125	\$125	\$325
Non-profit Use	Out	Non-profits only	\$50	\$125	\$125	\$325
	In		\$50	\$125	\$125	\$325
K-12 or Mission-related Continuing Education Use	Out	For-Profit	\$50	\$125	\$125	\$325
		Non-profit/School districts	\$50	\$100	\$125	\$325
	In	For profit, but no charge to participants	\$50	\$100	\$125	\$325
		Non-profit	\$0	\$100	\$125	\$325
		Local school districts	\$0	\$100	\$125	\$325

*\*Off-season rates are for Nov. 1-March 1, excluding certain holidays & weekends. Overnight stays may not be available during certain months. Pre-payment is required to hold reservations. M-F rates good apply through Friday afternoon. F-Sun daily & weekend rates daily include Friday afternoons/evenings through Sunday afternoon. Note: Special equipment or additional personnel staffing may be available at an additional charge.*