

**Applicant or JCISD 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: \_\_\_\_\_

**Building Requested:**

Kratz Education Center, 6700 Browns Lake Road, 517.768.5173, fax 517.768.5255

Jackson Area Career Center, 6800 Browns Lake Road, 517.768.5226, fax 517.787.2844

Tarrant/Kit Young Center, 1175/1185 Parnall Road, 517.787.8910; fax 517.787.1932

Date of requested use: \_\_\_\_\_ Room(s)/Space(s) requested: \_\_\_\_\_

Time of event: \_\_\_\_\_ to \_\_\_\_\_ Time set-up to begin: \_\_\_\_\_ Time clean up to be completed: \_\_\_\_\_

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

*\*\*Attach description of needs for equipment, technology, room set up and custodial services. \*\**

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

Time Caterer expected to arrive: \_\_\_\_\_ Expected to leave: \_\_\_\_\_ Caterer's phone: \_\_\_\_\_

**JCISD staff completes this section:**

Use consistent with Board Policy 7510 \_\_\_\_\_ Event placed on master building calendar \_\_\_\_\_

Maintenance staff (building, set-up and security needs) \_\_\_\_\_ Tech. Dept. scheduled (if applicable) \_\_\_\_\_

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

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

Fees: Rental of Room/Equipment \$ \_\_\_\_\_ Security \$ \_\_\_\_\_ Extra Maintenance \$ \_\_\_\_\_

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

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

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

**Applicant completes following JCISD completion of section, above.**

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 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 school property by persons involved with Applicant's activity.

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

**Note: Reservations are not confirmed until this form is signed by the applicant and a deposit or full payment is received by the JCISD.**

**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 JCSID 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 in its event, that information will be provided at the time of application to use the facility.
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.

### JCISD Building Rental Rates (excludes Camp McGregor)

Use	In or Out of Jxn County	Organization	½ day	Full Day	Evenings	Weekends (per Day)
Private and For Profit Use	Out	Any individual or organization	\$200	\$400	\$400	\$400 + \$40/hr.
	In		\$100	\$200	\$200	\$200 + \$40/hr.
Non-Profit Use	Out	Non-profits only	\$100	\$200	\$200	\$200 + \$40/hr
	In		\$50	\$100	\$100	\$100 + \$40/hr
K-12 or Mission-related Continuing Education Use	Out	For Profit	\$100	\$200	\$200	\$200 + \$40
		Non-profit/School district	\$50	\$100	\$100	\$100 + \$40/hr.
	In	For-profit, but no charge to participants	\$50	\$100	\$100	\$100 + \$40/hr.
		Non-profit	\$50	\$50	\$50	\$40/hr.
		Local school districts	\$0	\$0	\$0	\$40/hr.

*Note: Special equipment or additional staffing may be available for an additional fee. Charges may be modified with Superintendent approval.*