



**PERRY COMMUNITY SCHOOL DISTRICT  
COMMUNITY USE OF DISTRICT  
FACILITIES & EQUIPMENT**



**COMMUNITY USE OF SCHOOL FACILITIES**

Conditions: Groups or organizations in the community may use school facilities when the following conditions are met:

- a. The use does not interfere with the student educational and activity program of the District.
- b. The use is consistent with state law.
- c. The activity sponsored is lawful and conforms to District regulations.
- d. The group or organization is responsible and will exercise care in the use of the facilities.
- e. The activity is supervised by an adequate number of adult sponsors.
- f. A custodian, school personnel, or supervisor may be required to be present while the facilities are being used resulting in an additional fee.
- g. No alcoholic beverages or controlled substances are available or used.
- h. No tobacco use is allowed in the buildings or on school grounds
- i. When appropriate, a key is checked out from the director of building & grounds or the building principal to an adult sponsor, who shall not lend it to any other person. Such sponsor shall open and close the facilities, being the first person to arrive and the last person to leave, assuring that all lights and equipment are turned off. The key shall be returned on the next District business day.
- j. The activity is confined to the area designated, and no school equipment or supplies are used except as approved in advance.
- k. The group or organization is located within District boundaries or is a governmental unit or agency. The Superintendent may approve the use of facilities by other groups upon terms agreed to by the Board.
- l. Use of facilities for a commercial profit-making venture by a taxable entity must be determined to be beneficial to the school district by the Superintendent of Schools.
- m. A written application and agreement is executed and approval is received in advance through the business office. Evidence of liability insurance shall be required.
- n. Any rental or other charges are paid in advance.
- o. The applicant will provide police protection at its own expense, if necessary, to maintain order and properly protect the building.

Application and Arrangements. A written application and agreement must be filled out by the organization or group and approval received through the School Administration Center. The Superintendent may deny the right to use the facility if the conditions of this policy are not met or for other good cause. The District reserves the right to disallow an approved use and may withdraw approval resulting from scheduling conflicts with District activities or because of other good cause.

Fees. The Board of Directors shall establish reasonable fees for the use of school facilities. The group using the facility shall also reimburse the District for necessary custodial or other staff service. It shall be within the discretion of the Superintendent to waive the usage fee if the use of the school facility is considered beneficial to the students/residents of the district.



**PERRY COMMUNITY SCHOOL DISTRICT  
REQUISITION FOR COMMUNITY USE OF DISTRICT  
FACILITIES & EQUIPMENT**

(Policies 906.1 & 906.2)



**REQUEST FOR USE OF SCHOOL BUILDINGS/GROUNDS**

School Facility Requested: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Non-Profit \_\_\_\_\_ For-Profit \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Majority of Participants: Students \_\_\_\_\_ Adults \_\_\_\_\_ Perry District \_\_\_\_\_ Non-Perry District \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Special Equipment/Services Needed:

\_\_\_\_\_

Requested Date: \_\_\_\_\_ Hours to be used: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Proof of Insurance Certificate: Attached \_\_\_\_\_

**I/We agree to be bound by the following conditions:**

1. Availability of the facilities is contingent upon the activity not interfering with the District's educational and activity program. The District reserves the right without penalty (but with refund of the charges) to cancel any agreement to allow for the use of the facilities.
2. The use of the facilities will not conflict with law or the rules of the District.
3. Care will be exercised in the use of the facilities and equipment and with the agreement to compensate the District for any damage to the facilities or property of the District. (The individual representative agrees to reimburse the District in the event the organization fails to.)
4. The activity will be constantly supervised by an adequate number of adult sponsors.
5. No alcoholic beverages or controlled substances will be made available or consumed.
6. The use of tobacco is prohibited in district buildings or on school grounds.
7. The sponsor/organization is responsible for advanced arrangements in securing the opening and the closing of the facility. If a key is checked out, the person to whom the District checks out the key will be the first to arrive and the last to leave and will insure that all lights and equipment are turned off and the facility locked and secure upon departure. The key will not be loaned to anyone and will be returned upon the next District business day.
8. The activity will be confined to the area approved and no school equipment or supplies will be used except as approved in advance.
9. Rental fees will be paid in advance to the Business Office.

10. The representative and the organization agree to save and hold harmless the District, its agents, employees, and officials from any and all claims or damages that may arise by reason of any negligence or misuse on the part of the organization, its agents, officers or employees in the use of the facilities or any activity thereon by the organization, its agents or employees. In case any action is brought therefore against the District or any of its officials, employees or agents, the representative and the organization shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the District reserves the right to defend such action and to charge all costs, judgments, and damages, including attorneys fees, to the applicant and the organization.

\_\_\_\_\_  
Signature of Responsible Party

Date: \_\_\_\_\_

*Please attach a Certificate of Insurance & forward this completed form to the  
Student Activities-Services Department.*

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Notification:    Approved        \_\_\_\_\_        Not approved        \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Student Activities/Services

\_\_\_\_\_  
Signature of Administrator/Director

\_\_\_\_\_  
Signature of Business Manager

\_\_\_\_\_  
Signature of Superintendent

Date: \_\_\_\_\_

**Business Office Billing**

Facility Fee _____	Staff Fee _____
Custodial Fee _____	Kitchen Fee _____
Technology Fee _____	Equipment Fee _____
Services Fee _____	
<b>Total</b> _____	

Cc: School Administration Center  
Administrator/Director  
Sponsoring Organization  
Building & Grounds Department  
Student Activities/Services Department



**PERRY COMMUNITY SCHOOL DISTRICT  
REQUISITION FOR COMMUNITY USE OF DISTRICT  
FACILITIES & EQUIPMENT**

(Policies 906.1 & 906.2)



**REQUEST FOR USE OF PERRY PERFORMING ARTS CENTER**

School Facility Requested: \_\_\_\_\_  
(Circle)

- Auditorium (including stage and audience seating)
- Backstage Male and Female Dressing Rooms
- Band Room
- Choir Room

Type of Activity: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Non-Profit \_\_\_\_\_ For-Profit \_\_\_\_\_

Requested Date: \_\_\_\_\_

Hours to be used: \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
(Your start time is when you begin set up. If you are using any electronic devices, please account for extra time.)

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Majority of Participants: Students \_\_\_\_\_ Adults \_\_\_\_\_ Perry District \_\_\_\_\_ Non-Perry District \_\_\_\_\_

Special Equipment/Services Needed:  
(Circle)

- Chairs
- Concert Grand Piano
- Microphone and/or Stands
- Vocal Risers
- Sound Shells
- Auditorium Light Package (includes one trained worker)
- Auditorium Audio Package (includes one trained worker)
- Auditorium Video Package (includes one trained worker)
- Auditorium Fly System (includes one trained worker)

Custodial and Supervision (Required minimum of one hour before and after activity)

- Auditorium Supervision
- Custodian

**I/We agree to be bound by the following conditions in addition to those identified in the "Facility Request Procedure: Perry Performing Arts Center" document:**

1. Availability of the facilities is contingent upon the activity not interfering with the District's educational and activity program. The District reserves the right without penalty (but with refund of the charges) to cancel any agreement to allow for the use of the facilities.
2. The use of the facilities will not conflict with law or the rules of the District.

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