



Appoquinimink School District

THE WORLD IS OUR CAMPUS

Central Administrative Office
313 S. Fifth Street, PO 4010
Odessa, DE 19709

May 21, 2008

Dear Appoquinimink Resident:

On behalf of the School District, let me thank you for considering one of our facilities for your community event.

How to Apply

Before your request can be accepted, be sure you received the most current four (4) page application explaining the rules and regulations governing the use of public school facilities, and complete an application form/liability agreement – attached. In order to process your application quickly, please be sure to fill out all information requested and return it to: **Tammy Garland , 313 South Fifth St, PO Box 4010, Odessa DE 19730, Fax 302-378-5281** at least two weeks prior to the event.

Liability Insurance

In addition to the liability insurance mentioned in **·16** of page 4 of this application, the District reserves the right to require liability insurance as stated in **·16** for any activity which the District deems might pose a physical risk to participants or spectators. Insurance requirements shall be determined at the time of application and will be returned with the approved application form. If required, proof of insurance must be provided with usage fee (if applicable) or prior to the event in any case.

Payment Terms

Once your application has been submitted, we will review your request, and confirm whether or not the facility is available on the date(s) you have supplied. If accepted, you will receive a letter of confirmation from the School District, together with a copy of your application. The cost of your event will be filled in on the application. Please note – **ALL fees must be paid at least one (1) week in advance of your event. We accept check or money order only and payment must be made at the District Office.** You are prohibited from publicizing the location of your event until all fees have been paid, and written confirmation has been received from the School District.

Important Information

Approval of building use does not entitle applicants to post or send home flyers with children regarding events being held. Permission for this **must** be obtained through our Superintendent's Office and is required to contain our disclaimer. School usage fees are based on a flat, hourly rate for services provided. **These fees cannot be reduced or waived, and are subject to change based on availability.** For a current listing of prices, see the attached rate sheet. If you have any questions regarding this, or other facility usage questions, please don't hesitate to contact my office (302-376-4104). If you should have any questions regarding accessibility to our facilities due to snow emergencies or other occurrences that may close the school, please contact Calvin Suggs at 420-0850 or myself at 218-8466.

Sincerely yours,

Robert D. Hershey

Facilities Management Supervisor

RDH/twg



Appoquinimink School District

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Application # _____

Application for Use of School Facility

This form is to be completed and returned to the BUILDING PRINCIPAL AT LEAST TWO WEEKS BEFORE the date desired. Applicant shall not publicize event until written approval is granted. Before completing the form, please read a copy of the *Rules and Regulations for the Use of School Facilities* provided on the back of this form. After processing, one copy of the application indicating the status of the request will be returned to the applicant by ADMINISTRATIVE SERVICES. Pages one (1) and two (2) must be filled out in order for a request to be approved.

Organization _____

Building Requested _____ Area _____

Date(s) Requested _____ Time Begin _____ Time End _____

The length of this contract will not exceed two months at a time.

Equipment Needed _____ Sports Field Needed _____

Requests for equipment must be received 48 hours before event.

Purpose of Building Use

(Check all that apply)

- Social/Recreational Event
- Fund Raiser
- Public Meeting
- Performance
- Sport Event
- Competition
- Other (Specify) _____

Approx. Attendance: _____

Admission Fee \$ _____

Participation Fee \$ _____

Other Fee (Specify) \$ _____

Liability Agreement

In consideration of permitting **the above named Organization** to use the buildings, grounds and/or facilities of the Appoquinimink School District on **date(s) requested**, the undersigned duly authorized officer or representative of the **Organization** agrees, for and on behalf of the **Organization**, to release the Appoquinimink School District, the Appoquinimink Board of Education and their agents, employees and representatives from all claims arising from the **Organization's** use of the facilities. The **Organization** also agrees to defend, indemnify and hold harmless the Appoquinimink School District from all claims arising from the acts, omissions, and/or negligence of the **Organization**, and all invitees of the **Organization**, as well as all claims arising from the acts, omission, and/or negligence of the Appoquinimink School District.

For Profit Group _____ Non-profit Group _____
(Proof of non-profit status may be required)

School related activity _____

Non-school related activity _____

_____ I have read the *Rules and Regulations* on the back of the form governing the use of school facilities.

_____ I understand and agree that this event and its location may not be publicized or advertised until written confirmation of approval is received by the Applicant.

Name of Organization

Applicant's Name (Please Print)

Address

Applicant's Signature/Date

Applicant's Telephone Number

Applicant's E-mail Address (Preferred)

FOR OFFICIAL USE ONLY		
	Date	Comments/Costs
<input type="checkbox"/> Athletics	_____	_____
<input type="checkbox"/> Auditorium/Stage	_____	_____
<input type="checkbox"/> Custodian	_____	_____
<input type="checkbox"/> Principal	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> Admin Services	_____	_____

CHARGES – FOR OFFICE USE ONLY			
Room Rent: Room _____	X _____	Hours _____	= \$ _____
School Nutrition Worker: Hourly Rate _____	X _____	Hours _____	= \$ _____
Custodian: Hourly Rate _____	X _____	Hours _____	= \$ _____
Electricity: Rate \$10.00 an hour	X _____	Hours _____	= \$ _____
Sports Fields: Field _____	X _____	Hours _____	= \$ _____
Sports Field Lighting: \$12.00 an hour	X _____	Hours _____	= \$ _____
Additional Lighting (Stage) Charge: \$12.00 an hour	X _____	Hours _____	= \$ _____
Stage Manager: Hourly Rate _____	X _____	Hours _____	= \$ _____
TOTAL CHARGES			= \$ _____

*****Payment in Full **BEFORE** Event*****
Check or Money Order Only – No Cash
Any cost accrued will be passed on to the applicant
Please include the application number on your check

Rates

All rates for rooms are based on a three (3) hour flat rate for use. Each additional hour beyond the three (3) hour limit will be charged at a per hour basis. Custodial costs, School Nutrition workers, and electricity cost are not included in the room rates. At least one custodian must be in the school at all times when there is an event at the site. **Once an application is approved, if you should have to request a change in date there will be a \$25.00 processing fee applied to the original charge.**

<u>AREA</u>	<u>First Three (3) Hours</u>	<u>Each Additional Hour</u>
Classroom*	\$ 20.00	\$ 5.00
Library *	38.00	5.00
Multipurpose*	38.00	5.00
Cafeteria*	45.00	5.00
Cafeteria & Kitchen*+	100.00	20.00
Auditorium*#	200.00	20.00
Gym*	95.00	20.00
Track	250.00	25.00
Sports Fields*# (if lights are used)	20.00	5.00
Stadium Events	Cost of stadium events will be considered on an individual basis	
Synthetic Turf Fields	200.00 per hour	
Field House (NO ACCESS to concession stand)	20.00 per hour	

*Electricity charge is \$10.00 an hour for each hour of use in these rooms.

#Lighting charge of \$12.00 an hour.

+An Appoquinimink School District Nutrition service employee must be present. The school nutrition supervisor has the right to determine how many school nutrition workers are needed based on the number of people coming to the vent. The Appoquinimink School District offers a catering service at an additional charge.

Custodial Costs are as follows:

\$24.64 per hour during the week, and \$36.98 per hour on Saturday, and \$49.28 on Sundays.

State Manager & Stage Hands costs are as follows:

\$25.00 per hour for Stage Manager, and Minimum Wage Rate for Stage Hands

School Nutrition Services costs are as follows:

\$14.06 per hour during the week, and \$21.09 per hour on weekends.

Please Note: There is a possibility that a School Nutrition Manager or Lead Worker may be needed. This will be determined by the School Nutrition Supervisor. If a School Nutrition Manager/Lead Worker may be needed there will be additional charges. Please call 378-5032 for additional information regards these rates.

Rules and Regulations for Use of School Facilities

The use of school facilities as limited by Title 14, Chapter 10 § 1056, of Delaware Code, is a courtesy extended by the Appoquinimink School District to community organization and groups for organizational activities. We invite and encourage your use of facilities, and to make this a pleasant experience, we suggest that you read the following guidelines.

Permission to use school facilities may be secured by completing the request form at least two weeks prior to the anticipated date of use. Use of the schools will be on a first come, first served basis. Requests involving several uses during the school year should be submitted in August to receive early consideration. Continuing requests should be renewed annually by completing a new application for use of the school facility. Below are the rules and regulations governing use of school facilities:

- A public school activity, whether taking place during the school day or otherwise, shall have precedence over any other activity for the use of such property.
- Request for use of school facilities must conform to the school calendar. When schools are closed due to inclement weather, all activities will be canceled.
- The Board of Education may refuse to permit the use of any school facility if it is found to be contrary to school, District, or State policy, and Title 14, Chapter 10 § 1056 of the Delaware Code.
- All groups permitted to use school property shall be responsible for any damage or theft to or from such property over and above ordinary wear. The extent of damage shall be determined by the Board having control over such property, subject to approval by the State Board of Education.
- If the group uses the school during normal school hours and leaves the area of the building in a not clean state causing the custodial staff to reclean the area, the group will be charged for the added custodial time needed to reclean the area.
- The signature on the application form can be held liable for the payment of fees.
- Requests for school equipment (projectors, screens, etc.) must be given in writing no later than 48 hours before the event. Middletown High School does not supply audio/visual equipment; the equipment should be supplied by the applicant.
- Possession or use of alcoholic beverages and illicit drugs on school premises is prohibited at all times and will result in loss of user privileges.
- Smoking is not permitted in school buildings or on school grounds.
- It shall be the responsibility of the officers of the organization requesting the use of the school facilities to enforce all rules and regulations. Any organization violating this requirement is subject to withdrawal of use privileges.
- School authorities must be notified of any cancellations at least 48 hours prior to the scheduled activity; otherwise, charges may be assessed.
- If the group stays longer than the amount of time requested on this form, additional charges will be charged to cover district costs.
- The length of this contract will not exceed two months at a time.
- Fee schedules will be set each June for use of the district's buildings and grounds.
- Fee structure is broken into three (3) categories. Please see the attached sheet for information.
- Profit making organizations, and non-profit making organizations that carry liability insurance, must provide the District with certification stating that such a user has liability insurance covering the organization's use of the District's facility. The District must be named as an additional insured on such an insurance policy.

Use of Custodial Fields

Any organization may be billed for additional custodial services. The Chief custodian will assign approved attendants for each event and will estimate the number of hours to be worked. When this is the case, the applicant should be prepared to pay for custodial services no less than ½ hour before the event and ½ hour after the conclusion of the event.

Use of Kitchen Area

Any group using any kitchen area in the Appoquinimink School District must have a School Nutrition Department employee present.

Use of Auditorium/Stage

Any organization using the auditorium of Middletown High School will be billed for the cost of a Stage Manager and/or Stage Hand(s) to operate the lighting and sound equipment. The Stage Manager will assign approved operators for each event and will estimate the number of Stage Hands required and the number of hours to be worked.

Use of Fields

1. The Board of Education is committed to maximum community use of school playgrounds and recreational areas consistent with available funds and the security and protection of people and property.
2. Playgrounds and outside recreational areas under control of the School District may be made available for neighborhood recreation when not being used for school programs.
3. Playgrounds normally will be open during daylight hours.
4. The use of dirt bikes, go-karts, snowmobiles or similar vehicles is prohibited on school property.
5. No motor vehicles are permitted on any grass or dirt area.
6. All trash and debris must be removed from the playing fields and surrounding area before the team departs, or additional clean up charges will be charged to the group.

NOTE: The Appoquinimink School District has the right to reject any facilities usage request. Each request will be looked at on an individual basis for approval or rejection. If the Appoquinimink School District incurs any cost due to the event, the cost will be passed on to the group. In the event of bad weather or an emergency, the district may cancel or change the date of the event. All groups requesting to use the buildings or grounds in the Appoquinimink School District could be subject to a charge if the school district incurs expenses because of the event. (This includes categories 1, 2, and 3 listed below).

Category 1 – School Related Activities

1. All school clubs
2. All student organization
3. Parent/Teacher Associations
4. School board activities
5. Appoquinimink Education Association
6. ASFCME of Council 81 (Custodial Union)
7. Groves Adult High School

Category 2 – Non-Profit Groups

Groups that make no profit from the event that is taking place.

Category 3 – Profit Groups

Groups that rent our facilities to put on a program with the intention to make a profit.

Revised: 6/26/08