



Tri County Area Schools  
Academics • Arts • Athletics • Achievement

# BUILDING USE FORM Tri County Area Schools

We are happy that we can be of assistance to you and your group. Please observe the procedures listed below in order to insure future use for yourself and others.

1. Check with the building secretary to see if the building is being used before scheduling your event. Building Use Form must be completed **at least 1 week prior to activity.**
2. Your guests and children are to remain in the **AREA OF THE BUILDING BEING REQUESTED. NO ONE is permitted to wander through the building.**
3. Groups may be required to pay a building use fee as follows:
  - High School \$25.00 per hr (\$50.00 deposit required)
  - Middle School \$20.00 per hr (\$40.00 deposit required)
  - Elementary Bldgs. \$10.00 per hr (\$20.00 deposit required)
4. In addition, custodial fees will be charged per hour needed, based on current contract rates. **Contract requires a 4 hour minimum on off days (weekends or holidays).** A deposit related to building use by non-school related groups must be collected from the contact person at the time of application. Final bill will be sent after activity date, payable upon receipt. Any activity during non-custodian time may be charged a use fee and custodial fee, as determined by the Maintenance supervisor. If requesting kitchen use, a separate form needs to be filled out and a \$100.00 deposit is required.
5. Non-school groups must provide proof of liability insurance. Any damage/misuse of facilities will be charged to your group and may result in loss of privileges and/or disciplinary action.

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School \_\_\_\_\_ Date of Agreement \_\_\_\_\_

Facilities requested by \_\_\_\_\_ of \_\_\_\_\_  
(Individual) (Organization)

Organization/Individual responsible for fee \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_

Activity \_\_\_\_\_ Building Fee Applied? \_\_\_\_\_

- Game/Tournament
- Practice
- Fundraiser
- Other

Activity date \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_  
(Including set-up time) Estimated Attendance

Over →→→→→

## Facilities Requested

Gym \_\_\_\_\_ Stage \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Activity Room \_\_\_\_\_

Sports Field \_\_\_\_\_ Classrooms \_\_\_\_\_ Other \_\_\_\_\_

- Football Practice Field
- Football Stadium
- Soccer Practice Field
- Soccer Field
- Softball Field
- Baseball Field

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## Special Equipment and Services Needed

___ Tables (number)	___ Microphone	___ Press Box
___ Chairs (number)	___ Tape Recorder	___ Ticket Booth
___ Projector/Screen	___ Record Player	___ Score Board
___ TV/VCR	___ Extension Cord	___ Risers
___ P.A. System	___ Other _____	

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**\*\* The group and leader assume all responsibility for compliance with all procedures outlined above, agree to hold harmless the district for any claims arising from the organizations use of district facilities, and indicate agreement by signing below.**

**Leader's Signature** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

\_\_\_\_\_ **Estimated number of custodians needed**

Copy to:  Principal  
 Building Custodian  
 Director of Operations