

**COMMUNITY USE OF
SCHOOL FACILITIES**

REQUEST FOR USE OF SCHOOL FACILITIES

Date _____, 20 _____

We, _____, request the use of
Name of organization / group

a school building facility at _____ School for the
purpose of presenting the following program:

Specific location requested: _____

We wish the above facility on the following dates: (An attachment is acceptable)

Day(s) of week Month Date(s) Year Hours

If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.

There (will) (will not) be an admission charge. The admission will be _____
for adults and _____ for children. The proceeds will be used for: _____

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable. NOTE: Food Service charges and technicians are paid seperately.

Two people the District may contact, if necessary, are:

Name _____ Address _____

Phone (work) _____ (home) _____
Zip code

Name _____ Address _____

Phone (work) _____ (home) _____
Zip code

We agree to become familiar with and abide by the printed rules and regulations of the District concerning the public use of school facilities and conduct on school grounds.

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO _____

Remit to District Office, _____

Signatures and titles of organization representatives

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used \$ _____
Additional charges \$ _____
TOTAL \$ _____

Classification of user (circle one)
I II III -

Your application for school building usage has been:

_____ Denied or altered for the following reason (s): _____

_____ Approved: _____

Superintendent

Date _____ 20 _____

Lessee Acknowledgement

Signature _____ Date _____ 20 _____

Note: All requests for use of property and/or equipment must be initiated with the Superintendent. In order to avoid conflict in use, please submit all requests *at least fourteen (14) days* prior to date of requested usage.

Checklist of Needs (part of application):

- Custodial services needed.
- Cook needed.
- Special equipment needed:
 - Audiovisual equipment.
 - Public address system.
 - Scoreboard controls.
 - Kitchen equipment.
 - Concession stand equipment and keys.
 - Stage equipment.
 - Shop equipment.
 - Special school personnel.
- Keys for access to: _____
- Custodial services:
 - Open building.
 - Close building.
 - Time needed for cleanup _____
 - Custodial time needed to set up _____

Estimated numbers of hours _____

Total hours _____

**COMMUNITY USE OF
SCHOOL FACILITIES**

SCHOOL FACILITIES USER FEES

Class I *Fees* No charge for District Mission related use.

School-sponsored activities Teacher Organizations
School Clubs P.T.A. / Organizations
Boy Scouts Booster clubs
Girl Scouts New Mexico Youth Soccer
Little League Program Organization

Class II *Fees* No charge for facility -
Custodian at \$25/custodian/hour

Community college Civic organizations
Community concerts Educational organizations
Churches Government organizations
Recitals Service organizations
Cultural organizations Extended day resource programs

Class III *Fees* See below

Commercial or profit-making organizations

Facility Class III

Classroom-Standard \$20.00 per hour

Computer lab/specialized \$40.00 per hour
classroom

Commons - Middle School \$50.00 per hour
or High School

Gymnasium - High School \$75.00 per hour

Gymnasium - Middle School \$50.00 per hour

Cafeteria and kitchen \$75.00 per hour

Football stadium w/o lights \$25.00 per hour
with lights \$75.00 per hour

Custodian charges will be at twenty-five dollars (\$25.00) per custodian, per hour.

Goods and Services Contributed

A person, group or organization may contribute goods or render services as full or partial payment of the user fee. The value of the goods will be determined by the District based upon established market price, trade in value, posted prices or where these methods prove impractical, appraisal or barter may be employed so long as the procedure is advantageous to the District. The value of services rendered shall be based upon the hourly wages of a beginning employee of this or another New Mexico School District performing similar functions as determined by the District. Should disagreement between the contributor and the District occur as to the value of the goods or services offered, the District reserves the right to refuse to accept the offer.