

Colton School District Facility Use Permit

Application form must be filled out completely

Elementary School Middle School High School District Office

Name of organization: _____

Date(s) of use: _____

Room/Area: _____ (if kitchen, supervisor signature required)

Describe activity: _____

Reservation Start Time: _____ End Time: _____ Event Start Time: _____ End Time: _____

Size of group _____ # of tables _____ # of chairs _____

PA system Yes No Microphone Yes No If yes, how many _____

Is Tech Support needed for event: Yes No Is Building Key Card Needed: Yes No

Is Building Key Needed: Yes No Is this a school-sponsored event? Yes No

If yes, staff sponsor/supervisor name _____ If no, please fill out the back of this form.

Name of Applicant: _____ Position: _____

Address: _____

Home #: _____ Cell #: _____ Work #: _____

All persons and/or groups to whom use has been granted agree to hold the school district harmless from any and all liability for injury to persons or property as a result of the activity. Each group shall be fully responsible for the physical condition in which they leave the facility. The expense resulting from any damage or undue maintenance costs shall be charged to the user group.

_____ I certify that I have read the liability clause and understand I must provide the district with proof of liability insurance

_____ I confirm that all persons under this facility use permit that will have access to children have been screened with a background check.

Applicant's signature _____ Date _____

*****Office use only*****

Calendar verified Copy of Liability Insurance Received Key Assigned Key Deposit(s) Received \$ _____

Key Card Assigned # _____ Hours/Days _____

Secretary Signature _____

Approved Not Approved

Principal Signature _____

Approved Not Approved

Kitchen Supervisor _____ (if kitchen is needed)

Approved Not Approved

Superintendent Signature _____ (4 or more days)

Is this Profit or Non Profit? Profit Non-Profit
 Do you need District personnel to open/close? Yes No
 If yes, additional charges may occur. See Below

Instructions

- You will get a signed copy of this form returned to you when permit is approved.
- Notify the building Office 24 hours in advance if you must cancel your scheduled facility usage.
- Report any problem, which may occur to the building’s office. Be sure the room is in the same order as when you arrived.
- You may be preempted from the facility due to special school activities. The office will notify you of any changes
- If the schools are closed due to inclement weather, holidays, etc., the school buildings will also be closed in the evening
- Please remember the facilities need to be well supervised. We have had excellent cooperation in the past from community members, thus allowing us to keep the facilities open for varied uses.
- Upon approval, keys may be checked out at school offices. A Deposit and Key check out form must accompany the request for a key.
- Fees may be charged by the school at the district’s discretion.

CLASSIFICATION FOR FEE SCHEDULE

Area	Rental Fee
Youth-related school activities (school athletics, clubs, etc.)	None
Youth-related non-school activities (Little League, 4-H, Scouts, Campfire, etc.)	None
Adult-related school activities (community school activities, Booster Clubs, etc.)	None
Adult-related non-school activities – buildings only (church groups, fraternal organizations, commercial groups, social alumni, etc.)	Deposit and fee
Adult-related non-school activities – grounds and athletic facilities only (adult softball, volleyball, etc.)	Deposit only

Assessed Fee: (if any) _____ Fee

schedule is listed under Board policy KG-AR

If there is a question as to the group’s classification, it will be determined by the superintendent.