

Hermitage School District

2022-2023 Request for Use of School Facilities Form

Requests must be submitted at least ten (10) days in advance of intended use.

Requested by (Group Name): _____ Date Submitted: _____

Representative Name: _____

Representative Contact Phone Number(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Activity: _____

Admission Fee: No Yes Fee Per Adult \$ _____ Senior Citizens \$ _____ Students \$ _____ Estimate Total # of People _____

Facilities Requested:
 Hickory High School Delahunty Middle School Ionta Elementary Artman Elementary Stadium

Building/Site Requested:
 Softball Field Baseball Field Tennis Courts Community Room Ticket Booth
 Locker Room Auxiliary Gym Auditorium Dressing Room(s) AAA Café
 Kitchen Library Classroom(s) Lrg Group Instr 8 Lane Track
 Other _____

Equipment Requested:
 Microphone Stand(s) Public Address System/Operator Table(s) (6 Ft Rect) # _____ Piano
 Microphone(s) # _____ Auditorium Sound/Operator Stage Lights/Operator Screen(s)
 Riser(s) # _____ Projector(s) # _____ Chair(s) # _____
 Podium(s) # _____ WiFi Access (see fee) # _____

Scoreboard(s): Stadium Hickory High Gym Delahunty Gym Artman Gym
 Other: _____

Dates Requested: Use separate column for each date. Indicate rehearsal or performance for auditorium.	Date:	Date:	Date:	Date:	Date:
Facilities accessed at (time am/pm)					
Equipment operator to report at (time am/pm)					
Activity will begin at (time am/pm)					
Activity will end at (time am/pm)					
Facilities vacated at (time am/Pm)					
(Use separate column for each date. Indicate rehearsal or performance for auditorium)					

Seating Capacities:
Cafeterias: Hickory High School: 300 Delahunty Middle School: 224 Artman Elementary School: 256
Stadium: 3000 Home / 1000 Away
Hickory High School Auditorium: 1,000
Hickory High Gym: 1,238 w/o Handicapped Seating and 1,022 w/Handicapped Seating

Event Representative Signature: _____ Date: _____

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1 Rental and service fees are charged for the use of the Hermitage School District buildings and facilities. Fees defray the cost of on-going maintenance and improvements to the facilities and fields. District Facilities will only be made available for community purposes if such use does not interfere with the Academic, Arts and/or Athletic programs of the District.

2 *Payment is due within 30 days of billing. Please refer to the fee schedule.*

3 All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager.

4 Additional equipment shall not be brought into the school without prior permission.

5 A group representative must be present in the building before participants arrive and until everyone has left.

6 Buildings and facilities are to be left reasonably neat and clean after each event. In substantially the same condition as upon rental.

7 Additional cleaning or repair fees will be assessed should the District determine this requirement has not been met.

8 Whenever a facility is used, a district custodian or another responsible employee must be on duty. Keys will not be provided to any group.

9 Food and/or beverage are NOT permitted in the gymnasiums or auditorium at any time.

10 All or one-half the anticipated rental fee may be requested in advance.

11 Continued use of school buildings and grounds is contingent upon the strict adherence to the rules and regulations.

12 Any school facility use request may be denied or revoked by school officials.

13 In the event that snow removal or salting is required for a rental, the group will be responsible for all expenses.

14 Political signs or advertisements may not be displayed, posted, or distributed on school property without administrative approval.

15 All WIFI usage will be filtered and monitored.

16 A certificate of insurance must be submitted prior to the event. District policy requires liability insurance with a minimum of \$1,000,000 combined single limit. The District must be listed by the insurance policy as the certificate holder.

17 The Board prohibits weapons, tobacco, drugs, alcohol or use of profane language by any persons in its school buildings and on any property that is owned, leased, or controlled by the School District. The following announcement must be made to patrons at all events: Hermitage School Board policy prohibits weapons, the use of cigarettes, smokeless tobacco, electronic cigarettes, drugs, alcohol or profane language in its school buildings or anywhere on the School District Campus.

18 Board policy prohibits gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.

19 The custodian on duty or stage manager is the on-site school representative. Your group is expected to cooperate with them at all times. He/she shall not be required to function in any capacity other than to be responsible for school district facilities and equipment.

20 Any group or organization granted permission for building use is responsible for any damage to the building, grounds, or school district property incurred by their group or a group member.

21 The administration reserves the right to hire security/police whenever groups are using school facilities. The group requesting the use of facilities shall pay the cost of hiring security/police.

22 Please leave the building at the time indicated. Groups must confine themselves to the room and areas assigned to their use. Additional fees will be charged if additional areas are used and may result in additional custodial fees.

23 The sponsoring organization shall be responsible for the preservation of order, the proper conduct of the people whom they will admit and the enforcement of such rules and regulations as the school district may require.

24 Groups requesting to meet at regular intervals throughout the year will be issued a permit covering all regularly scheduled meetings. Invoices will be issued to cover the period of occupancy and the custodial fees.

25 Whenever use of a facility is granted without charge for a rental, the organization or individual shall still be responsible for additional costs over and above the normal maintenance services provided.

26 In such cases where rental agreements stipulate that charges for employees' services will be made, the employee will be paid by the school district and the organization will be billed for the services after the event.

27 The district shall be held harmless by the user for any liability that arises from the use of the school facility by any non-school related organization, individual, or activity.

28 Due to local fire code, the use of fireworks and/or smoke/fog machines are NOT permitted in the buildings or anywhere on the School District Campus.

29 Fire Alarms: By Order of the City of Hermitage and Hermitage Police If the fire alarm sounds:

A. Everyone must evacuate (no exceptions)

B. Persons in charge of an event or group are responsible to see that everyone in their group leaves the building.

C. The fire alarm must not be silenced until all occupants are evacuated.

D. Persons, who fail to abide by the rules and regulations, will be subject to fines levied by the District Justice for failing to abide by the BOCA National Fire Preventive Code.

E. If the fire alarm is accidentally pulled by a patron, the group using the facility will be responsible for any costs.

I have read the rules and regulations governing the use of school facilities, on this form and I fully understand that the Hermitage School District shall not be responsible for any accidents, personal or group losses, or damages incurred to individual or group property. I further understand that the organization I represent shall comply with all School Board policies, set fee schedules, and shall be responsible for damages or losses to school property.

Event Representative Signature: _____

Date: _____

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Please make checks payable to the Hermitage School District. All payments are due within 30 days of invoice date.

NOTE: ALL Applicable Additional Fees (as detailed below) will be charged to all Groups.

Group S: School Related or Affiliated - Includes City of Hermitage
 Group C: Community Based or Non-profit with No Admission Charged
 Group P: For Profit and/or Group C with Admission Charged

Rental Fees

	Group S	Group C	Group P
Auditorium			
Rehearsal	\$0.00	\$6.25/hr - Max of \$62.50 per Day	\$25.00/hr - Max of \$250.00 per Day
Performance	\$0.00	\$12.50/hr - Max of \$125.00 per Day	\$50.00/hr - Max of \$500.00 per Day
Gymnasium			
Hickory High School	\$0.00	\$12.50/hr - Max of \$125.00 per Day	\$50.00/hr - Max of \$500.00 per Day
Delahunty/Artman	\$0.00	\$7.50/hr - Max of \$75.00 per Day	\$30.00/hr - Max of \$300.00 per Day
Stadium (Turf and/or Track)			
Without Lights	\$0.00	\$31.25/hr - Max of \$312.50 per Day	\$125.00/hr - Max of \$1,250.00 per Day
With Lights	\$0.00	\$37.50/hr - Max of \$375.00 per Day	\$150.00/hr - Max of \$1,500.00 per Day
Baseball/Softball Field	\$0.00	\$8.75/hr - Max of \$87.50 per Day	\$35.00/hr - Max of \$350.00 per Day
Athletic Field - Artman/Delahunty	\$0.00	\$3.75/hr - Max of \$37.50 per Day	\$15.00/hr - Max of \$150.00 per Day
Cafeteria - See Add'l Fee for Use of Kitchen			
Without Kitchen	\$0.00	\$7.50/hr - Max of \$75.00 per Day	\$30.00/hr - Max of \$300.00 per Day
Classroom	\$0.00	\$5.00/hr - Max of \$50.00 per Day	\$20.00/hr - Max of \$200.00 per Day
Multi-Purpose Room, Large Group Instruction, Auxiliary Gym, AAA Café and Library	\$0.00	\$7.50/hr - Max of \$75.00 per Day	\$30.00/hr - Max of \$300.00 per Day

Additional Fees - All Groups

Administrative Fee	\$40.00/hr Per Person (2 Hour Minimum)
Custodial Fee	\$40.00/hr Per Person (2 Hour Minimum)
WiFi Access Fee	\$50.00 per Access
Kitchen Fee (requires minimum one staff)	\$30.00/hr Per Person (2 Hour Minimum)
Stage Director Fee	\$30.00/hr Per Person (2 Hour Minimum)
Sound/Light Operator Fee - Required	\$30.00/hr Per Person (2 Hour Minimum)
Score Board Operator - Required	\$30.00/hr Per Person (2 Hour Minimum)
Security Fee	\$25.00/hr Per Person (2 Hour Minimum)
Police Fee	\$40.25/hr Per Officer (2 Hour Minimum)

Please Note: Additional fees may apply for facility use on a School District Holiday.

Event Representative Signature: _____

Date: _____

Approved by:

Athletics and Activities Director: _____

Date: _____

Building Principal: _____

Date: _____

Superintendent: _____

Date: _____

Copy to: _____Requester _____Athletics & Activities Director _____Building & Grounds Supervisor _____Central Administration